

# Standard Operating Procedure (SOP)

## Incident and Accident Reporting Procedures

This SOP details the **incident and accident reporting procedures**, covering the steps to identify, document, and report workplace incidents and accidents promptly. It includes guidelines for initial incident response, notification protocols, investigation processes, record-keeping requirements, and corrective action implementation to prevent future occurrences. The objective is to ensure a safe work environment through effective communication and systematic management of all incidents and accidents.

### 1. Purpose

To establish systematic procedures for reporting and managing all workplace incidents and accidents to ensure timely response, investigation, and corrective action.

### 2. Scope

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

### 3. Responsibilities

- **All staff:** Immediately report incidents/accidents as per procedure.
- **Supervisors/Managers:** Oversee initial response, reporting, and investigation.
- **Health & Safety Officer:** Ensure procedures are followed, analyze trends, and recommend improvements.

### 4. Definitions

Term	Definition
Incident	An unplanned event that did not result in injury/illness but had the potential to do so.
Accident	An unplanned event that results in injury, illness, or damage.
Near Miss	An event where no injury or damage occurred but could have under slightly different circumstances.

### 5. Procedure

#### 1. Initial Response

- Ensure immediate safety of all personnel.
- Provide necessary first aid, call emergency services if needed.
- Prevent further injury or damage as far as possible.

#### 2. Reporting

- Employee involved or first on scene must notify their supervisor immediately.
- Complete an **Incident/Accident Report Form** within 24 hours of occurrence.
- Supervisor to review and forward completed report to the Health & Safety Officer.

#### 3. Notification Protocols

- Inform next level management and HR as required.
- Notify local authorities/regulators if legally required (e.g., occupational health and safety agency).

#### 4. Investigation Process

- Health & Safety Officer or designated team to investigate the incident/accident.
- Gather statements from witnesses, collect evidence (photos, equipment logs, etc.).
- Identify root causes and contributing factors.

#### 5. Record-Keeping

- Maintain all incident/accident reports and investigation documents securely for a minimum of five years.

#### 6. Corrective Actions

- Develop and implement corrective/preventive measures based on investigation findings.
- Track completion of corrective actions and evaluate effectiveness.

#### 7. Follow-Up

- Communicate findings and actions to all relevant personnel.
- Update risk assessments and procedures as necessary.

6. Documentation

- Incident/Accident Report Form
- Investigation Report Form
- Corrective Actions Log
- Training Records

7. Review

This SOP must be reviewed annually or after a significant incident/accident, and revised as necessary.

8. References

- Occupational Safety and Health regulations
- Internal policies and procedures

9. Revision History

Date	Version	Description	Author
2024-06-10	1.0	Initial publication	Health & Safety Dept.