

# SOP: Post-incident Debriefing and Documentation Requirements

This SOP details the **post-incident debriefing and documentation requirements**, emphasizing timely and accurate reporting of incidents, structured debriefing sessions to review events, identification of root causes, and implementation of corrective actions. The goal is to improve safety protocols, enhance communication, and prevent recurrence of similar incidents by ensuring comprehensive documentation and informed follow-up.

## 1. Purpose

To establish a standardized process for post-incident debriefing and documentation, ensuring all incidents are properly reviewed, documented, and addressed to prevent future occurrences.

## 2. Scope

This SOP applies to all staff, supervisors, and managers involved in or responding to workplace incidents.

## 3. Definitions

- **Incident:** Any unplanned event that results in or could have resulted in injury, illness, damage, or interruption.
- **Debriefing:** A structured process where participants review the incident, discuss outcomes, and identify areas for improvement.
- **Root Cause:** The fundamental reason for the occurrence of an incident.

## 4. Responsibilities

Role	Responsibilities
Staff	Report incidents immediately and participate in debriefing sessions.
Supervisors/Managers	Facilitate debriefing, ensure documentation, identify root causes, and implement corrective actions.
Safety Officer/HR	Review incident reports, monitor follow-up actions, and maintain records.

## 5. Procedure

1. **Incident Reporting**
  - Report all incidents to the supervisor immediately using the designated reporting form.
  - Ensure initial details are recorded within 24 hours of the incident.
2. **Initiating Debriefing**
  - Schedule a debriefing session within 48 hours of the incident.
  - Involve all relevant personnel, including witnesses and responders.
3. **Conducting the Debriefing**
  - Review the facts of the incident in a blame-free environment.
  - Identify contributing factors and determine root cause(s).
  - Document findings and recommended corrective/preventive actions.
4. **Documentation**
  - Complete a detailed incident report based on the debriefing discussion.
  - Attach supporting evidence (photos, witness statements, etc.).
  - Submit the report to Safety Officer/HR within 72 hours of the incident.

5. **Follow-up & Corrective Actions**

- Assign responsibility for corrective actions and set deadlines.
- Monitor progress and update records when actions are completed.

6. **Review & Continuous Improvement**

- Periodically review incident data to identify patterns or areas for improvement.
- Update safety protocols and training programs as necessary.

6. **Documentation Requirements**

- Incident report forms (completed in full).
- Debriefing session records (attendance, minutes, findings).
- Root cause analysis and corrective action plans.
- Follow-up action completion logs.

7. **References**

- Company Health & Safety Policy
- Incident Report Form Template
- Root Cause Analysis Tools

8. **Revision History**

Date	Revision	Description
2024-06-01	1.0	Initial template release