

SOP Template: Incident and Unusual Event Reporting Process

This SOP details the **incident and unusual event reporting process** to ensure timely and accurate documentation of all workplace incidents, accidents, near misses, and atypical occurrences. It establishes clear guidelines for identifying, reporting, investigating, and following up on incidents to promote workplace safety, prevent recurrence, and comply with regulatory requirements. The process enables effective communication among employees, supervisors, and management, fostering a culture of transparency and continuous improvement.

1. Purpose

To provide standardized procedures for reporting and managing all incidents, accidents, near misses, and unusual events in the workplace to ensure safety, regulatory compliance, and continuous improvement.

2. Scope

This procedure applies to all employees, contractors, and visitors at [Company/Organization Name] premises.

3. Definitions

Term	Definition
Incident	An event that results in harm, injury, or damage.
Near Miss	An event that could have resulted in harm or damage but did not.
Unusual Event	Any atypical occurrence or deviation from standard operations with potential safety or security implications.
Reporting Party	Employee, contractor, or visitor who identifies or is involved in the incident/event.

4. Responsibilities

- **Employees/Contractors:** Promptly report all incidents and unusual events as per this SOP.
- **Supervisors/Managers:** Ensure all reports are documented, investigated, and communicated appropriately.
- **Health & Safety Officer:** Oversee the investigation process, root cause analysis, corrective actions, and reporting to regulatory bodies if required.
- **HR/Management:** Support the process and facilitate training and improvement actions.

5. Procedure

1. **Incident Identification**
 - Any employee or contractor who witnesses, is involved in, or discovers an incident or unusual event must take immediate action to ensure safety (if required) and must promptly report the event.
2. **Immediate Actions**
 - Render first aid, summon emergency services if required, and secure the area to prevent further harm.
3. **Reporting**
 - Complete the **Incident and Unusual Event Report Form** within [timeframe, e.g., 24 hours].
 - Submit the form to the supervisor/manager and Health & Safety Officer.
4. **Investigation**
 - The Health & Safety Officer or designee will initiate an investigation within [timeframe, e.g., 48 hours].
 - Collect statements, photos, and other evidence as applicable.
 - Conduct root cause analysis and identify corrective/preventive actions.
5. **Documentation**
 - All findings, actions, and follow-ups must be recorded in the incident reporting system.

6. **Follow-Up & Review**

- Monitor the implementation of corrective and preventive actions.
- Review the effectiveness of actions and update risk assessments as necessary.

7. **Communication**

- Share learning points and preventive measures with all relevant personnel to prevent recurrence.

6. **Forms and Records**

- Incident and Unusual Event Report Form
- Investigation Report
- Corrective Action Tracking Log
- Training Records

7. **References**

- Occupational Safety and Health Administration (OSHA) Regulations
- [Insert additional relevant standards and company policies]

8. **Revision History**

Version	Date	Description of Changes	Approved By
1.0	[Date]	Initial SOP Release	[Name/Position]