

SOP: Incident Reporting and Accident Documentation

This SOP details the procedures for **incident reporting and accident documentation**, covering the prompt identification, reporting, and recording of all workplace incidents and accidents. It ensures accurate documentation, thorough investigation, and effective communication to prevent recurrence, comply with legal requirements, and maintain a safe working environment. The SOP emphasizes timely reporting, clear incident descriptions, witness statements, corrective actions, and proper record-keeping to support safety management and continuous improvement.

1. Purpose

To provide a standardized process for reporting, documenting, and investigating incidents and accidents to promote workplace safety, identify root causes, prevent recurrence, and ensure compliance with internal and legal requirements.

2. Scope

This SOP applies to all employees, contractors, and visitors across all departments and worksites.

3. Definitions

- **Incident:** Any unplanned event that does not result in injury or damage but has the potential to do so.
- **Accident:** An unplanned event that results in injury, illness, or property damage.

4. Responsibilities

- **All Staff:** Immediately report any incident or accident to their supervisor/manager.
- **Supervisors/Managers:** Ensure incidents/accidents are reported, investigated, and documented as per the SOP.
- **Health & Safety Officer:** Facilitate investigations, maintain records, and communicate findings.

5. Procedure

1. **Immediate Action**
 - Provide first aid or emergency response as required.
 - Secure the incident scene if safe to do so.
2. **Reporting**
 - Report incident/accident immediately to supervisor/manager.
 - Supervisor/manager completes or assists with initial report within 24 hours.
3. **Documentation**
 - Use the Incident/Accident Report Form (see sample below).
 - Record all relevant details: time, location, people involved, and a clear description of the event.
 - Include witness statements, photographs, or sketches if available.
4. **Investigation**
 - Supervisor or appointed investigator reviews the scene, interviews involved parties, and collects evidence.
 - Identify root causes and contributing factors.
5. **Corrective Actions**
 - Recommend and implement measures to prevent recurrence.
 - Assign responsible persons and deadlines for each action.
6. **Record Keeping**
 - Submit completed reports to the Health & Safety Officer for filing.
 - Maintain records in accordance with company policy and regulatory requirements.
7. **Communication**
 - Share findings and corrective actions with affected employees and management.
 - Report significant incidents to relevant authorities as required by law.

6. Incident/Accident Report Form (Sample)

Date & Time of Incident	
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Location	
Persons Involved	
Description of Incident/Accident	
Injuries/Damages	
Witnesses (Name, Contact)	
Immediate Actions Taken	
Corrective Actions Recommended	
Investigator's Name & Signature	
Date of Report	

7. References

- Occupational Health & Safety Act and local regulations
- Company Safety Policies and Procedures

8. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-08	Initial draft	Health & Safety Manager

For questions or clarifications regarding this SOP, please contact the Health & Safety Officer.