

Standard Operating Procedure (SOP)

Completion and Submission of Incident Report Forms

This SOP details the procedures for the **completion and submission of incident report forms**, including timely documentation of incidents, accurate and thorough reporting of all relevant details, verification and review processes, confidentiality and data protection measures, designated submission channels, and follow-up actions to ensure proper incident tracking and resolution. The goal is to maintain comprehensive records that support workplace safety improvements and compliance with regulatory requirements.

1. Purpose

To ensure all workplace incidents are documented accurately and submitted in a timely manner to support safety improvements and regulatory compliance.

2. Scope

This SOP applies to all employees, contractors, and relevant stakeholders responsible for reporting workplace incidents.

3. Responsibilities

Role	Responsibilities
Employee	Promptly report and document any workplace incidents using the appropriate forms.
Supervisor/Manager	Verify, review, and ensure timely submission of incident report forms.
Health & Safety Officer	Maintain records, ensure data protection, monitor trends, and initiate follow-up actions as required.

4. Procedure

- 1. Immediate Response**
 - Ensure all parties involved are safe and any immediate hazards are addressed.
 - Notify supervisor/manager as soon as possible.
- 2. Completion of Incident Report Form**
 - Complete the designated incident report form as soon as possible after the incident, ideally within 24 hours.
 - Include detailed information:
 - Date, time, and location of incident
 - Persons involved and witnesses
 - Description of the incident
 - Immediate actions taken
 - Contributing factors
 - Injuries or damages, if any
- 3. Verification & Review**
 - Submit the completed form to your supervisor or designated officer for review.
 - Supervisor ensures accuracy and completeness; requests clarification or additional information if necessary.
- 4. Submission Process**
 - Supervisor submits verified forms via the designated channel (electronic system, email, or physical submission) to the Health & Safety Officer within 48 hours of the incident.
 - Maintain copies as per departmental guidelines.
- 5. Confidentiality & Data Protection**
 - Securely store all incident reports to protect privacy and sensitive information.
 - Access restricted to authorized personnel only.
- 6. Follow-Up Actions**
 - Health & Safety Officer initiates follow-up, investigation, or corrective action as required.
 - Ensure status and resolution of each incident are tracked and documented.

5. Records & Documentation

- Incident report forms are retained in accordance with company policy and applicable laws.
- Records must remain accessible for audit and review by authorized parties.

6. References

- Applicable workplace safety regulations and standards
- Company policy documents on incident management

7. Revision History

Date	Revision	Description
2024-06-13	1.0	Initial SOP template issued