Standard Operating Procedure (SOP)

Emergency Response and Accident Reporting Protocol

This SOP defines the **emergency response and accident reporting protocol** to ensure immediate and effective action during emergencies. It includes procedures for identifying and assessing emergencies, notifying appropriate personnel, administering first aid, and securing the area. The protocol also outlines steps for documenting accidents accurately, investigating causes, and reporting incidents to relevant authorities. The goal is to minimize harm, ensure compliance with safety regulations, and facilitate continuous improvement in workplace safety.

1. Purpose

To establish a clear and effective process for emergency response and accident reporting in the workplace.

2. Scope

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

3. Responsibilities

Role	Responsibility
All Employees	Report emergencies and accidents immediately; comply with instructions.
Supervisors	Ensure reporting protocol is followed; initiate emergency procedures; document incidents.
First Aid Officers	Administer first aid; support emergency response; assist in documentation.
Safety Officer	Oversee accident investigation; submit regulatory reports; maintain records.

4. Emergency Response Procedure

1. **Identify and Assess:** Evaluate the situation and determine the nature and severity of the emergency.
2. **Alert:** Notify supervisor and emergency services (dial <u>emergency number</u>). Trigger alarms if required.
3. **Evacuate/Secure:** Evacuate personnel if necessary, using established evacuation routes. Secure the affected area to prevent unauthorized access.
4. **Administer First Aid:** Provide immediate first aid as appropriate until professional help arrives.
5. **Support Response:** Cooperate with emergency responders and follow their instructions.

5. Accident Reporting and Investigation Procedure

1. **Immediate Reporting:** All accidents, injuries, or near misses must be reported to the supervisor immediately.
2. **Document Incident:** Complete the Accident/Incident Report Form with details such as date, time, location, persons involved, witnesses, and description.
3. **Investigation:** Supervisor and Safety Officer will investigate the root cause, collect evidence, and interview witnesses.
4. **Implement Corrective Actions:** Recommend and document corrective or preventive measures to avoid recurrence.
5. **Regulatory Reporting:** Submit required reports to relevant authorities within the mandated time frame.
6. **Record Keeping:** Maintain records of all incidents and corrective actions for audit and review.

6. Training and Communication

- All employees must receive training on emergency procedures and accident reporting protocols annually.
- Conduct emergency drills at least twice a year to ensure readiness.

7. Continuous Improvement

- Review incidents and responses regularly to identify areas for improvement.
- Update this SOP as needed based on lessons learned and regulatory requirements.

8. References

- Occupational Health and Safety Act (or relevant local legislation)
- Company Emergency Preparedness Plan
- First Aid and Incident Reporting Forms