

# SOP Template: Accident and Incident Reporting Procedures

This SOP details the **accident and incident reporting procedures**, encompassing the systematic process for identifying, documenting, and reporting all workplace accidents and incidents. It emphasizes the importance of timely reporting, proper investigation, root cause analysis, and corrective actions to prevent recurrence. The procedure aims to enhance workplace safety, ensure compliance with legal requirements, and promote a culture of transparency and continuous improvement.

## 1. Scope

This procedure applies to all employees, contractors, and visitors at *[Organization Name]* premises and during all work-related activities.

## 2. Definitions

Term	Definition
Accident	An unplanned event that results in injury, illness, or property damage.
Incident	An unplanned event that does not result in injury or damage but has the potential to do so.
Near Miss	An incident that could have resulted in harm but did not.
Root Cause Analysis	A method of problem-solving to identify underlying causes of an accident or incident.

## 3. Responsibilities

- **Employees:** Immediately report all accidents and incidents to their supervisor.
- **Supervisors:** Ensure accidents/incidents are reported, documented, and investigated promptly.
- **Health and Safety Officer:** Oversee investigations, ensure corrective actions are implemented, and maintain records.
- **Management:** Support safety culture, allocate resources, and review reports for preventive measures.

## 4. Procedure

1. **Immediate Response**
  - Ensure injured persons receive necessary medical attention.
  - Secure the area to prevent further harm.
2. **Initial Notification**
  - Inform supervisor or designated person as soon as possible.
  - In case of severe incidents, contact emergency services if required.
3. **Documentation**
  - Complete the Accident/Incident Report Form within 24 hours.
  - Attach any evidence (photos, witness statements, etc.).
4. **Investigation**
  - Supervisor and Health and Safety Officer conduct a thorough investigation.
  - Identify immediate and root causes.
5. **Implement Corrective Actions**
  - Develop corrective and preventive measures to avoid recurrence.
  - Assign responsibilities and deadlines for action items.
6. **Follow-Up and Review**
  - Monitor implementation of corrective actions.
  - Review effectiveness and update procedures if necessary.
7. **Record Keeping**
  - Maintain records of all reports, investigations, and actions taken for at least *[X]* years, as per legal requirements.

## 5. Reporting Flowchart

*(Insert Flowchart Graphic Here)*

- Accident/Incident Occurs → Notify Supervisor → Fill Report → Investigation → Implement Actions → Review → Record Keeping

## 6. References

- Occupational Health and Safety Regulations: *[Relevant Legal References]*
- Organization's Health and Safety Policy

## 7. Revision History

Version	Date	Changes	Approved by
1.0	YYYY-MM-DD	Initial Version	[Name/Role]