Standard Operating Procedure (SOP)

Emergency Stop and Incident Reporting Procedures

This SOP defines the **emergency stop and incident reporting procedures** to ensure immediate response during emergencies and systematic documentation of incidents. It includes guidelines for activating emergency stop mechanisms on equipment, notifying appropriate personnel, securing the area, and providing first aid if needed. The procedure also covers accurate and timely reporting of all incidents to maintain safety standards, facilitate investigations, and implement corrective actions to prevent recurrence.

1. Purpose

To outline the process for initiating an emergency stop and reporting incidents in order to protect personnel, equipment, and maintain a safe work environment.

2. Scope

This procedure applies to all staff, contractors, and visitors operating or working near equipment with emergency stop functions, and anyone witnessing or involved in workplace incidents.

3. Responsibilities

- **All Personnel:** Activate emergency stop, report incidents, and follow instructions.
- **Supervisors/Managers:** Ensure area safety, complete reporting, and implement corrective actions.
- **Health & Safety Team:** Investigate incidents and maintain records.

4. Emergency Stop Procedures

1. Immediately press the emergency stop button or activate the emergency switch on the equipment if any unsafe condition or incident occurs.
2. Shout â€œEMERGENCY STOPâ€ or the designated verbal alert to warn others nearby.
3. Do **not** attempt to restart or reset equipment until cleared by authorized personnel.
4. Evacuate the area if required or if instructed by supervisors.
5. If safe, provide basic first aid or assist injured individuals until professional help arrives.

5. Incident Notification and Reporting

1. Immediately notify a supervisor or the designated emergency contact.
2. Secure the area to prevent further incidents and protect evidence.
3. Complete the company incident report form within **24 hours**.
   Minimum information to collect:
   - Date and time of the incident
   - Location and equipment involved
   - Description of what happened
   - Names of persons involved or injured
   - Immediate actions taken
   - Witness names and statements
4. Submit the report to the Health & Safety team or supervisor.
5. Cooperate with investigations and provide additional information as required.

6. Corrective Actions

1. Health & Safety team analyzes the incident to identify root causes.
2. Implement corrective and preventive actions to mitigate risk of recurrence.
3. Track and monitor effectiveness of corrective actions.
4. Communicate lessons learned to all relevant personnel.

7. Records

- Completed incident report forms
- Corrective action documentation
- Investigation summaries and records

8. References

- Company Health & Safety Policy
- Manufacturer equipment manuals
- Applicable regulatory guidelines or standards

9. Revision History

Revision	Date	Description	Prepared by
1.0	2024-06-12	Initial release	Health & Safety Team