

SOP: Incident and Accident Reporting Processes

This SOP defines the **incident and accident reporting processes** to ensure timely, accurate, and consistent documentation of all workplace incidents and accidents. It details the steps for immediate reporting, investigation, root cause analysis, corrective actions, and follow-up to prevent recurrence. The purpose is to enhance workplace safety, comply with regulatory requirements, and foster a culture of transparency and continuous improvement.

1. Purpose

To establish standard procedures for reporting, investigating, and managing incidents and accidents in the workplace.

2. Scope

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

3. Definitions

Term	Definition
Incident	An unplanned event that does not result in injury, illness, or damage but has the potential to do so.
Accident	An unplanned event that results in injury, illness, or damage to property.
Near Miss	An incident that could have resulted in an accident or injury, but did not.

4. Responsibilities

- **All Employees:** Report all incidents and accidents immediately.
- **Supervisors/Managers:** Ensure reporting, initiate investigations, and implement corrective actions.
- **Health & Safety Team:** Facilitate investigations, maintain records, and monitor trends.

5. Procedure

1. **Immediate Actions**
 - Ensure the safety and wellbeing of all affected persons.
 - Provide first aid or emergency response if required.
 - Secure the incident area if safe to do so.
2. **Reporting**
 - Notify your supervisor/manager immediately.
 - Complete the Incident/Accident Report Form within 24 hours.
 - Submit documentation to the Health & Safety Team.
3. **Investigation**
 - Management/Health & Safety Team conducts an investigation within 48 hours.
 - Interview witnesses, gather evidence, and document findings.
4. **Root Cause Analysis**
 - Identify the underlying causes of the incident or accident using recognized techniques (e.g., 5 Whys, Fishbone Diagram).
5. **Corrective Actions**
 - Implement measures to address identified root causes.
 - Communicate changes to all relevant personnel.
6. **Follow-Up**
 - Monitor the effectiveness of implemented corrective actions.
 - Record lessons learned and update procedures as necessary.

6. Documentation

- Incident/Accident Report Forms
- Investigation Reports
- Corrective Action Tracking Records

7. Review and Continuous Improvement

- Regularly review incident and accident data to identify trends.
- Update this SOP annually or after significant incidents/accidents.
- Encourage feedback to improve reporting processes and workplace safety.

8. References

- Occupational Health & Safety Regulations
- Internal Health & Safety Policies