

# SOP: Incident Identification and Initial Response Procedure

This SOP describes the **incident identification and initial response procedure**, detailing the steps for promptly recognizing incidents, reporting them to the appropriate personnel, and initiating immediate actions to control and mitigate potential hazards. It emphasizes the importance of swift and effective communication, secured safety of affected individuals, and preservation of the incident scene for further investigation, aiming to minimize impact and prevent recurrence.

## 1. Purpose

To provide clear guidance on immediate actions to be taken following the identification of a potential or actual incident, ensuring that incidents are managed swiftly, safely, and in compliance with organizational policies and legal requirements.

## 2. Scope

This procedure applies to all staff, contractors, and visitors who witness or become aware of any incident within the company premises or during work-related activities.

## 3. Definitions

- **Incident:** Any unplanned event that results in or could have resulted in injury, illness, property damage, environmental harm, or disruption of operations.
- **Initial Responder:** The first person to identify or respond to the incident.

## 4. Responsibilities

- **All Personnel:** Promptly report any incident or near miss.
- **Supervisors/Managers:** Ensure incidents are reported, responded to, and recorded per procedure.
- **Safety Officer/Incident Coordinator:** Lead incident initial response and follow-up investigations.

## 5. Procedure

### 1. Identification of Incident

- Remain vigilant for any abnormal or hazardous situations.
- If an incident is suspected or confirmed, stop work immediately if it is safe to do so.

## 2. Ensure Immediate Safety

- Evacuate affected areas if necessary.
- Render first aid to injured individuals if trained and it is safe.
- Isolate and secure the scene to prevent further harm.

## 3. Alert and Notify

- Contact emergency services (e.g., fire, medical) if required.
- Notify your supervisor, manager, or designated emergency contact immediately.
- Provide clear, concise information: location, nature of the incident, people involved, and hazards present.

## 4. Initial Controls and Mitigation

- Take reasonable actions to control hazards (e.g., shut off equipment, contain spills) if safe and within your training.

## 5. Preservation of Scene

- Do not disturb the scene except to rescue or prevent harm.
- Prevent unauthorized access until investigation begins.

## 6. Documentation

- Record details in the incident reporting form as soon as possible.
- Take photos if instructed and safe to do so.

# 6. Communication

- Report all incidents regardless of severity.
- Cooperate fully with follow-up investigations.
- Maintain confidentiality of sensitive information.

# 7. Related Documents

- Incident Reporting Form
- Emergency Response Plan
- Safety and Health Policy

# 8. Review and Revision

This SOP will be reviewed annually or after a significant incident to ensure continued effectiveness and compliance.

*This template should be adapted to the specific organizational structure and legal requirements applicable to your location and industry.*