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Title: **Accident & Incident Reporting Policies and Procedures**	Approved by:
Version No: **1.0**	Approved on:
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1.0 PURPOSE & SCOPE

This purpose of this Standard Operating Procedure (SOP) is to describe the procedures for reporting all laboratory accidents and incidents (e.g. spills, potential exposures to biological materials, failure of biosafety cabinet and other equipment, power failure, medical emergencies) that occur in and around the *Laboratory ABC*.

2.0 REFERENCES

Laboratory ABC Biosafety Manual Section 7.4

3.0 RESPONSIBILITY

It is the responsibility of the Laboratory Supervisor to ensure that all reported accidents, incidents, and near-misses are investigated. It is their responsibility to ensure that corrective action is subsequently implemented to remove unsafe conditions and prevent similar events or more severe incidents in the future.

It is the responsibility of the Biosafety Officer to participate in accident and incident investigations to identify root causes, analyze trends, and recommend corrective actions.

It is the responsibility of all employees to report all accidents, incidents, and near-misses as soon as circumstances permit.

4.0 Glossary of TERMS and DEFINITIONS

"Accident": an unplanned or unwanted event that occurred during the performance of work activities that resulted in injury, illness, or damage.

"Near-Miss": an unplanned event that did not result in an injury, illness, or damage, but had the potential to do so.

5.0 PROCEDURES

5.1 Introduction

It is estimated that only 2% of all accidents occur as a result of situations which cannot be controlled. By reporting, analyzing, and learning from accidents and incidents, *Laboratory ABC* is able to implement corrective actions and prevent, to some degree, future occurrences. Near-misses that did not result in an injury or damage but have the potential to do so are also reported and investigated. Such reporting enables appropriate investigation and follow-up in order to prevent similar events or more severe incidents in the future. In order to conduct a thorough investigation, the following should be considered:

- Why the situation occurred, as well as why it was not prevented or detected before it became an accident or near-miss.
- The root causes of the problem and all causal factors (e.g. were work procedures available and being followed? Was there an equipment failure? Was the equipment right for the task? Were personnel adequately trained?).

5.2 Accident Reporting and Investigation

All spills, accidents, and incidents must be reported to the Laboratory Supervisor and/or Biosafety Officer as soon as circumstances permit using the "Accident & Incident Report" form *(See Appendix A)*. Such reporting enables appropriate investigation and follow-up in order to prevent similar events or more severe incidents in the future. It is important to also report near-miss incidents; they also must be investigated to prevent the set of circumstances leading to the event from arising again.

APPENDIX A – Accident & Incident Report Form

Laboratory ABC requires all near-misses, spills, accidents and incidents must be reported to the Laboratory Supervisor and/or Biological Safety Officer as soon as circumstances permit. Such reporting enables appropriate investigation and follow-up in order to prevent similar events or more severe incidents in the future.

Date and Time of Event:
Date and Time Event was Reported *(who was event reported to?)*:
Person Involved *(full name & address, position in lab)*:

Details of Event:
Provide a description of the event *(near-miss, accident or incident; what was being done at time of event)*
Provide a description of any harm, injuries or damage *(e.g. cut to left index finger, splash to eye or skin)*

Was first aid provided? *(If yes, please provide details. Who administered first aid?)*
What happened to the individual afterwards? *(E.g. went to hospital, went home, resumed work)*
Describe any conditions attributing to the event *(e.g. inappropriate personal protective clothing, equipment failure, wet floor)*
Please provide name of anyone who witnessed the accident.
Are you aware of any prior similar related problems? *(If so, please explain)*

What steps have been taken to prevent recurrence?

Declaration of Person Involved:

_____ _____

Signature Date

Declaration of Principal Research Scientist:

_____ _____

Signature Date

Declaration of Biological Safety Officer:

_____ _____

Signature Date