ROYAL CENTRE FOR DISEASE CONTROL

SOP No. RCDC/QMS/QSE/SOP/13

STANDARD OPERATING PROCEDURE FOR OCCURRENCE AND INCIDENT REPORT

Version 1.00

Date: 08/06/2019

Prepared by: QA team

Reviewed by: Quality team and Technical Committee, RCDC

Approved by: Dr.Sonam Wangchuk, Head RCDC

CONTENTS

1. ACRONYMS AND DEFINITION 1
2. PURPOSE 1
3. APPLICATION 1
4. RESPONSIBILITIES 1
5. PRINCIPLE 2
6. ASSOCIATED DOCUMENTS 2
- Incident Reporting Form 2

7. PRECAUTIONS 2
8. SAMPLE REQUIREMENTS 2
9. MATERIALS AND REAGENTS 2
10. PROCEDURE 2
11. QUALITY CONTROL 5
12. LIMITATIONS 5
13. ANNEXURE I: INCIDENT REPORTING FORM 6
14. REFERENCE 7

1. ACRONYMS AND DEFINITION

RCDC- Royal center for disease control
QMS- Quality management system
WHO - World Health Organization

Accident: Any incident in which a person (employee, visitor, etc.) is killed or injured.
Minor incident: An injury that needs first aid treatment only and the person can return to work immediately.
Major incident: An incident that needs immediate medical attention.

2. PURPOSE

This SOP is to describe the procedures for reporting all laboratory incidents (e.g. accidents, minor occurrence, major occurrence, potential exposures to biological materials, failure of Bio-Safety cabinet and other equipment, power failure, medical emergencies) occurring at RCDC.

3. APPLICATION

This SOP covers all workplaces and is applicable to all staffs.

4. RESPONSIBILITIES

- It is the responsibility of the Laboratory Supervisor to ensure all reported incidents are investigated, and corrective action is 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 incident investigations to identify root causes, analyze trends and recommend corrective actions.
- It is the responsibility of all employees to report all incidents as soon as circumstances permit.

5. PRINCIPLE

This SOP is ensures the corrective actions to be implemented to remove unsafe conditions and prevent similar events or more severe incidents in the future at RCDC.

6. ASSOCIATED DOCUMENTS

- Incident Reporting Form

7. PRECAUTIONS

NA

8. SAMPLE REQUIREMENTS

NA

9. MATERIALS AND REAGENTS

NA

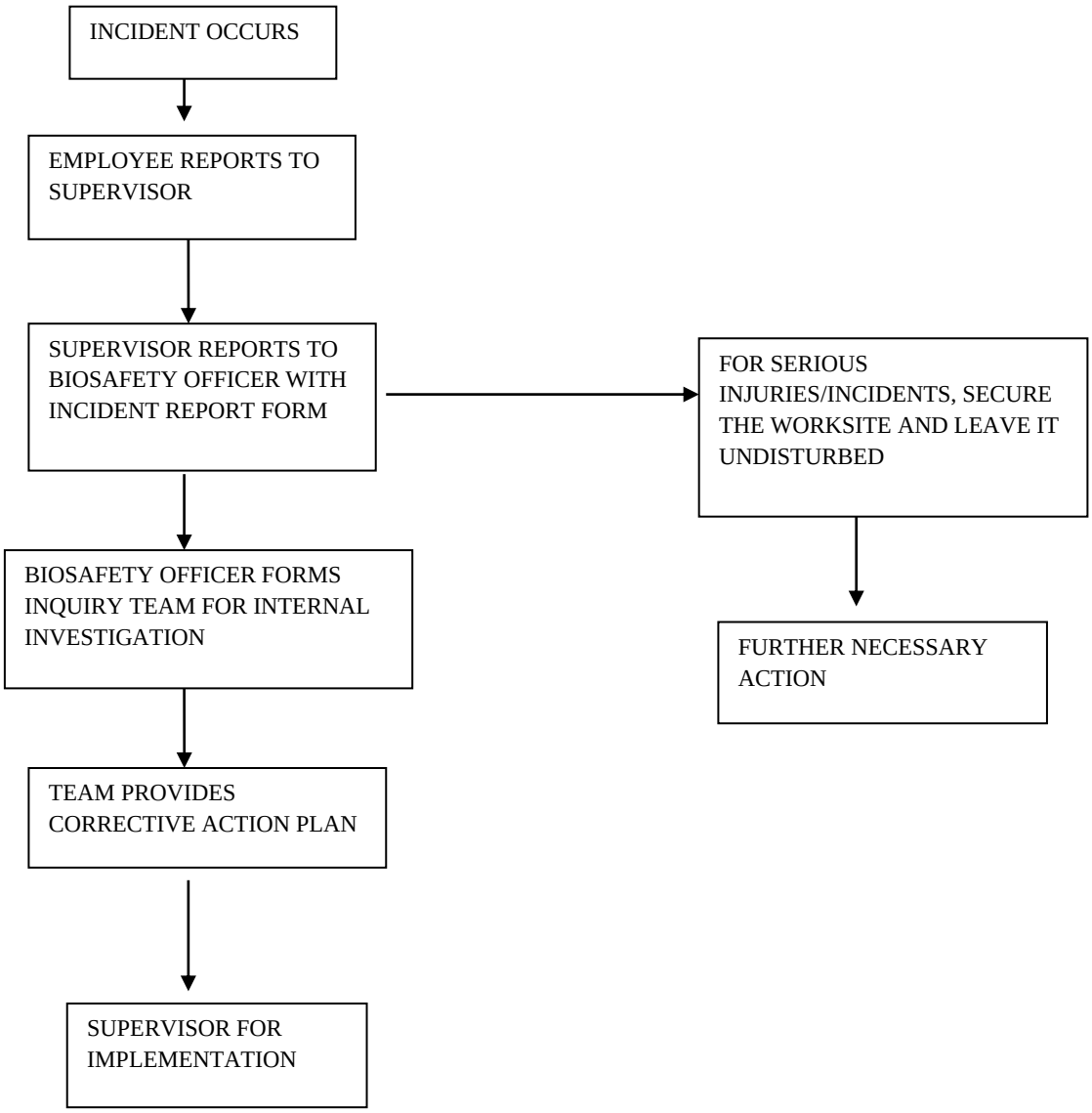
10. PROCEDURE

- All incidents, no matter how minor will be reported by an employee to the Laboratorys' supervisor and Bio-safety officer.
- All incidents will be reported before the end of the working shift on which they occurred.
- The *Incident Report Form* must be completed by the employee's superior and handed to the Bio-safety officer.
- The Bio-safety Officer will arrange for an internal investigation of the incident.
- The Bio-safety officer will then arrange for an internal inquiry to determine the cause of the incident and to agree steps to be taken to eliminate or reduce a reoccurrence.
- The internal inquiry committee may consist of the following persons:
    - Bio-safety officer
    - All QA focal personnel
    - Quality Manager

- Incident Reporter

- For serious incidents & injuries the incident scene must be left undisturbed as an investigation by Inquiry team may be required. The only exception is where it is necessary to protect the health & safety of a person; aid an injured person involved in the incident; or take essential action to make the site safe or to prevent a further occurrence of the incident.
- If the inquiry relates to an accident, injured person should be present as part of both the internal investigation and inquiry. However, if it is a disabling injury and he/she cannot be present, the investigation and inquiry must go ahead to determine the cause of the accident and remedial action.
- If necessary, the injured person can be interviewed / questioned over the telephone.
- The internal inquiry can be reconvened to discuss its findings with the injured person on his return to work.
- The recommendations will be recorded in the corrective action plan.
- If the inquiry is related to minor incidents, the internal inquiry team must investigate and determine the corrective action to avoid future incidents.
- Team will submit the corrective action to Supervisor for implementation.

FLOW CHART FOR INCIDENT REPORTING



11. QUALITY CONTROL

NA

12. LIMITATIONS

It does not include motor vehicle accidents or injuries sustained from workplace violence.

13. ANNEXURE I: INCIDENT REPORTING FORM

Incident Report			
Particulars of Incident:			
Date:	**Time:**	**Location:**	
Type of Incident (Please tick below)			
[ ] Biological [ ] Chemical [ ] Physical/Injury [ ]Radiation **[ ] Others (Specify):…….**			
Reported by:		**Phone:**	
Role in the event:		**Email:**	
The Injured Person			
Name:		**Address:**	
Age:	**Phone**		
Witness(s):			
Name		**Phone**	
Name		**Phone**	
Name		**Phone**	
Describe the incident: (Space overleaf for diagram if needed**)**			
Describe any illness or injury: What part of the body is affected and how?			
Describe any property damaged: What damage was caused and how?			
Analysis: What do you think caused or contributed to the incident?			
Prevention: what action has been taken to prevent reoccurrence?			
Have all preventative actions been reviewed and implemented? YES NO			
Comment by immediate supervisor:			

14. REFERENCE

i. Accident & Incident Reporting Policies and Procedures (http://www.aimst.edu.my/ibc/pdf/sop/AIMST%20Accident%20or%20Incident%20Reporting%20SOP.pdf)

ii. OHS INCIDENT REPORTING & INVESTIGATION (https://www.egwater.vic.gov.au/wp-content/uploads/2016/03/SOP104OHSIncidentReportingandInvestigation.pdf)

iii. Standard Operating Procedure on incident reporting and investigation SUNY-ULSTER 2014 (https://gofar.sunyulster.edu/forms_documents/procedure_for_incident_reporting.pdf)

iv. BREEDE VALLEY FIRE & EMERGENCY SERVICES, Incident Reporting Procedure (http://45.220.57.20/bvmweb/images/Fire/1./1.2/bvfd%20hs%20incident%20reporting%20procedure.pdf).