



Incident Reporting and Investigation Procedure

Introduction

This Incident Reporting and Investigation Procedure outlines the laboratory's approach to reporting and investigating incidents that occur in the laboratory.

Purpose

The purpose of this procedure is to ensure that incidents are reported in a timely and effective manner, and that incidents are thoroughly investigated to determine the root cause and prevent similar incidents from occurring in the future.

Scope

This procedure applies to all incidents that occur in the laboratory, including incidents that involve employees, contractors, and visitors.

Procedure

Employees, contractors, and visitors are encouraged to report any incidents that occur in the laboratory, including incidents that involve injury, damage, or loss. Incident reports should be submitted as soon as possible after the incident occurs, and should include a detailed description of the incident, including the date, time, location, and circumstances.

The laboratory will conduct a thorough investigation of incidents that occur in the laboratory, to determine the root cause of the incident and to identify any areas for improvement.

The laboratory will appoint an incident investigation team, consisting of appropriate personnel, to conduct the incident investigation.

The incident investigation team will follow a systematic approach to the incident investigation, including the following steps:

- Collection of evidence: The incident investigation team will collect evidence related to the incident, including statements from witnesses, photographs, and relevant records and reports.

- Analysis of evidence: The incident investigation team will analyse the evidence collected to determine the root cause of the incident and to identify any areas for improvement.
- Preparation of report: The incident investigation team will prepare a report that summarises the findings of the incident investigation, including the root cause of the incident, and any recommendations for improvement.

The laboratory will follow-up on the recommendations made in the incident investigation report and will implement appropriate controls to prevent similar incidents from occurring in the future.

The laboratory will document all incidents that occur in the laboratory, and will maintain records of incident reports, incident investigations, and follow-up actions.

Conclusion

This Incident Reporting and Investigation Procedure provides a systematic approach to reporting and investigating incidents that occur in the laboratory and is intended to ensure that incidents are reported in a timely and effective manner, and that incidents are thoroughly investigated to determine the root cause and prevent similar incidents from occurring in the future. The laboratory is committed to continuously improving its incident reporting and investigation practices and procedures.