



AWSA Protocol E14

Standard Operating Procedure – Investigation, Recording, and Reporting of Accidents/Incidents

Objective: to identify root causes, implement corrective actions, prevent future occurrences, and promote a safe working environment for all K3 Seeds personnel.

Equipment/Topic covered: incident report form

Procedure:

1. Immediate response:
 - a. In the event of an accident or incident, ensure the safety and well-being of all individuals involved.
 - b. Provide immediate medical attention to injury parties if necessary and secure the area to prevent further harm or damage.
2. Accident/incident investigation:
 - a. Gather relevant information, including witness statements, photographs, and physical evidence, to reconstruct the sequence of events leading up to the accident or incident.
 - b. Identify root causes and contributing factors to determine underlying issues.
 - c. Document findings and observations in a detailed investigation report, including recommendations for corrective actions to prevent recurrence.
3. Recording of accidents/incidents:
 - a. Maintain accurate records of all accidents and incidents, regardless of severity, in a centralized incident reporting system.
 - b. Record essential information such as the date, time, location, nature of the incident, individuals involved, and extent of injuries or damages.
4. Reporting requirements:
 - a. Report all accidents and incidents to the designated emergency coordinator or supervisor as soon as possible following the event.
 - b. Ensure that incident reports are completed promptly and accurately, providing sufficient detail to facilitate thorough investigation and analysis.
 - c. Notify regulatory agencies or authorities as required by applicable laws and regulations, such as OHS Act reporting requirements for workplace injuries or illnesses.



5. Corrective actions and follow-up:

- a. Implement corrective actions based on findings of accident/incident investigations to address root causes and prevent recurrence.
- b. Assign responsibility for implementing corrective actions and establish target completion dates to ensure timely resolution.
- c. Follow up on corrective actions to verify implementation and effectiveness, and adjust procedures as needed based on feedback and lessons learned.

6. Review and revision:

- a. These procedures shall be reviewed annually or whenever operational changes occur.
- b. Seek feedback from employees, first aid attendants, supervisors, and safety personnel shall be considered during procedure reviews.

Note: any deviations from this SOP or unexpected issues encountered during the care and use should be reported to the supervisor or safety officer for further evaluation and resolution. Safety should always be the top priority during maintenance activities