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**Maintaining Accident/Incident Register**

**1. Introduction**

This document outlines the procedures for maintaining an accurate and up-to-date accident/incident register within the food manufacturing facility (NIC Code 10101). Maintaining a comprehensive register is crucial for tracking safety performance, identifying trends, and implementing preventative measures.

**2. Recording Accidents and Incidents**

All accidents and incidents, no matter how minor, must be recorded in the accident/incident register. This includes near misses, injuries, property damage, and any other events that could have resulted in harm. Information to be recorded includes:

* Date and time of the incident: Precise details of when the incident occurred.
* Location of the incident: Specific location within the facility where the incident took place.
* Description of the incident: A clear and concise description of the events leading to the incident.
* Injured person(s) details: Name, position, contact details, nature and extent of injuries (if any).
* Witnesses' details: Names and contact details of any witnesses to the incident.
* Contributing factors: Identification of any factors that contributed to the incident (e.g., unsafe practices, equipment malfunction).
* Actions taken: Immediate actions taken following the incident (e.g., first aid, investigation, reporting).
* Corrective actions: Preventative measures implemented to prevent similar incidents from occurring in the future.

**3. Accident/Incident Register Format**

The accident/incident register will be maintained in a dedicated format, either physically or digitally, ensuring easy access and retrievability of information. The register should include columns for each of the elements mentioned above and be numbered sequentially.

**4. Reporting Procedures**

All accidents and incidents must be reported to the designated safety officer immediately following the event. A formal investigation will be conducted to determine the root cause and implement appropriate corrective actions.

**5. Compliance Notes:**

* The accident/incident register must be maintained in accordance with relevant health and safety regulations.
* All entries must be accurate and complete.
* The register must be easily accessible to authorized personnel.
* The register must be regularly reviewed to identify trends and implement preventative measures.

**6. Practical Guidelines:**

* Provide clear instructions on how to complete the accident/incident report form.
* Ensure all employees are aware of their responsibilities in reporting accidents and incidents.
* Regularly review the accident/incident register to identify patterns and potential hazards.
* Utilize the data from the register to improve safety training and procedures.

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