

BIOSAFETY MANUAL



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Incident and Accident Reporting

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Prepared by:

Sarah Ibrahim
(SOP Committee)

Reviewed and approved by:

Dr Goh Hoe Han
(Head of SOP Committee)

Purpose of procedure

This procedure has been developed as a regulation to laboratory managers, supervisors, staff and users for incident and accident reporting

Scope

This procedure only applied to RTPC2 facility

Responsibilities

1. User(s)/ RTPC2 Manager/ representative(s) involved are responsible to fill in and submit the incident form to Incident Officer

Steps

1. Briefly state the following details in the incident reporting form (Appendix 5.5):
 - Contact Information
 - What is the Emergency type
 - Type of incident
 - Time of incident
 - Location incident
 - Who was notified
 - What action has been taken
 - Laboratory personnel information
 - Identify the direct and contributing causes of the incident
2. Submit the form to the Incident Officer
3. Incident Officer to report to UKM IBC

Training required

NA

Location

Management Office