# Project Plan Summary

Use this template to create a project plan summary to present to your institutional leadership when you return to your lab. All the text in red should be deleted.

# Project Title: Development of Documentation for Accident and Incident Investigation System

*Project Team:*

*Brief Project Description* (this description should outline the main goal or goals of this project)

Our lab shall establish and maintain documented procedures to define, record, analyse, and learn from accidents and incidents involving biological agents.

The project shall establish and maintain documented procedures for defining, recording, and analysing any accidents or incidents involving biological agents handled in our lab. A key deliverable for the project will be a set of documented procedures and related forms related to the protocols to be followed in the event of any accidents, spills, occupational exposures, or security incidents **involving biological materials** used in our lab. These procedures will clearly define what constitutes an incident and outline the details that must be recorded if one occurs, including things such as, the biological agents involved, when and where the incident occurred, the circumstances surrounding what happened, any exposures that resulted, the immediate consequences, and after-accidents investigation.

*Objectives* (again these should be SMART objectives and each of these objectives needs to tie directly to the goal(s) above)

1. Define procedural needs for accident and incident reporting;
   1. What constitutes accident, incident, and near miss (determine the terms of reference) and the importance of reporting.
   2. Categorisation severity of accident, incident, and near miss.
   3. Procedure of making a report which includes how, where, and when to report.
   4. Procedure for investigation process.
   5. Corrective actions following investigation.
   6. Training on safe behaviour.
   7. Pre- and post-training assessment/survey
   8. Roles and responsibilities involved in each reporting process.
   9. Procedures for record keeping.
2. Write the SOP and required forms for accident and incident reporting.
   1. Develop the SOP and form based on the needs identified in Objective 1.
   2. Create a pre- and post-survey on understanding of SOPs and forms
3. Write the SOP and required forms for investigation of accident and incident reports.
   1. Create a checklist for investigation activities.
   2. Create the procedures for root cause analysis including its corrective and preventive actions, and training on safe behaviour.
   3. Create pre- and post-training assessment/survey
4. Validate the SOPs and forms.
   1. Conduct reading exercises on the SOP and introduce forms to selected lab staff and IBBC.
   2. Pilot table-top exercises on the usage of the forms with selected lab staff and IBBC.
   3. Deploy pre- and post-survey on understanding of SOPs and forms

*Rationale* (Describe why this project is important or necessary for your laboratory, why did you select this project, why should management support this project?) –

This project is essential to promote good biosafety culture and to improve our lab’s existing biosafety system in routine diagnostic works. Other than that, this project also aims to cultivate a safety culture centred on transparency and continuous improvement on handling dangerous biological substances. The goal is to have a robust system in place for reporting on, learning from and mitigating any biorisk incidents. To achieve this, it is essential to develop protocols to manage all biorisk incidents’ reports, including identifying corrective actions that the organisation needs to implement to prevent recurrence of biorisk incidents in our lab.

## Roles

List of stakeholders. Who at your institution will be working on this project? They should be able to read this section and understand what their specific responsibilities are as it relates to this project.

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| Num | Stakeholder | Responsibility |
| 1. | Director | Consult on management aspect |
| 2. | Manager | Consult on project planning |
| 3. | Biosafety Officer | Responsible for completion of project |
| 4. | Admin Assistant | Responsible for documentation (secretariat) |
| 5. | IBBC members | Inform about project, participate in pilot table-top exercise, give feedback |
| 6. | Technical lab staff | Participate in pilot table-top exercise, give feedback |
| 7. | Admin staff | Support resources |

## Deliverables and Outcomes

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\*\*Refer to Gantt Chart

## Needed Resources

List here any resources that you may need to implement your project or accomplish your goal

* Human resources

*Performance Indicators/Expected Results/Deliverables* (How will you know if this project has been successful? These need to tie back into your rationale and your goals and objectives)

* One SOP for accident and incident reporting
* One accident/incident reporting form
* One SOP for accident and incident investigation
* One investigation checklist
* One template of Root Cause Analysis
* One survey on the SOP

*Potential Risks and Proposed Mitigation* (this is your plan B if things don’t go according to plan A above. What are some things that could go wrong and what is your plan to overcome these obstacles?)

Potential risks:

1. Disease outbreak (something that is unplanned, can happen anytime)
   1. Proposed mitigation (depends on scale of outbreak):
      1. Reduce number of participants involved in validation of SOP, or;
      2. Shift pilot table-top exercise as stretch goal
   2. Outcome after mitigation:
      1. Final version of SOP and forms already in place