

**1.0 PURPOSE.**

The purpose of this procedure is to describe the process of investigation and reporting of accidents, incidents and near misses in order to prevent future occurrences, possibly with more serious consequences.

**2.0 SCOPE.**

This procedure applies to all accidents, incidents and near misses.

**3.0 REFERENCES / ATTACHMENTS.**

Safety, Health and Welfare at Work Act, 1989.  
IPC License.  
Induction Training Manual.  
Emergency Plans.  
Accident Report Form HS01/F1.  
Accident Investigation Form HS01/F2.  
Safety Reporting Form HS01/F3.  
Environmental Reporting Form HS01/F4.

**4.0 DEFINITIONS.**

None Raised.

**5.0 RESPONSIBILITY.**

The responsibility for the implementation of this procedure lies with the Quality Manager.  
Employees are responsible for reporting all accidents, incidents and near misses.

**6.0 PROCEDURE.****6.1 Introduction.**

- Accidents, incidents and near-misses occur, even in well managed sites, and an important of Health & Safety and Environmental management involves the minimising the personal, environmental and financial costs of such incidents and learning from them to prevent future occurrences.
- An effective accident, incident and near-miss investigation procedure is the best way of ensuring that we learn from these occurrences and document the changes necessary to make the work environment a safer place for all employees, sub-contractors and visitors.

**6.2 Reporting Accidents, Incidents and Near misses.**

- When an accident, incident or near miss occurs and the initial problem has been dealt with, e.g. first aid rendered, spill cleaned up, etc., the employee concerned (or the employee at the scene) must complete the appropriate sections of the accident/incident/near-miss report (see HS01/F1).
- When the report is completed it is delivered immediately to the Production Manager who inserts comments on the form and designates the person who will be responsible for conducting the investigation.
- The Production Manager shall maintain an accident/incident/near-miss log. The purpose of this log shall be to record and track all occurrences reported.
- On receipt of the accident/incident/near-miss report the Production Manager enters the information into the log under the following headings:
  - Log Number
  - Date
  - Time
  - Location
  - Employee(s) involved
  - Type of occurrence
  - Investigator
  - Date for investigation to be completed
  - NCR#
  - Date closed
  - Signed

### 6.3 Investigation.

- Depending on the occurrence, a realistic time period is set for the designated person to carry out the investigation and produce a written report. When it is not possible to complete the investigation within the given timescale (e.g. injured person or witness not available) then a partial investigation should be conducted and an interim report produced.
- The investigation of an occurrence must determine:
  1. What happened.
  2. Why it happened.
  3. How it can be prevented from happening again.
- Results of the investigation are recorded on the accident/incident/near-miss investigation report (see HS01/F2). If considered necessary by the Production Manager the investigation can also be dealt with using the Non-conformance, Corrective and Preventative Action Procedure (QP/03).

### 6.4 Reporting.

- A key element of the reporting process is the identification of actions necessary to rectify the problems and to prevent its recurrence. Those carrying out the investigation should take corrective action where this is within their control.
- In addition to formal reporting procedures, it is important that all employees be made aware of all occurrences and the results of the subsequent investigation.
- Each quarter a report on Safety and Environmental is issued within Chemifloc Ltd., using forms provided in HS01/F3 and HS01/F4.
- All accidents must be entered in the Accident Report Log and when required must be reported to the Health and Safety Authority on form IR1 or IR3.

### 6.5 Training.

- All employees are trained in the operation of the accident/incident/near-miss procedure. New employees are introduced to this procedure as part of their Induction Course.

**7.0 RECORDS.**

All records, reports, etc. resulting from the operation of this procedure are to be maintained for a minimum period of 7 years.



