



Zerem Electrical Services Ltd.

Procedure For Accident, Incident, Near Miss Reporting and Investigation

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Procedure For Accident, Incident, Near Miss Reporting and Investigation

Purpose:

To formulate the guidelines to ensure reporting of Accident, Incident and Near Misses in the premises immediate and appropriate response in case of emergency situation involving injuries which require offsite medical treatment or hospitalization

Scope:

This is applicable for Company Workers & workers working in the organization and client's locations.

Accident:

Those events which results into injury and further into hospitalization or fatality.

Incident:

An Unplanned event which results in loss or property damage. Like fire, Spark, Structure collapse, Gas Leakage, Property Damage and which can be the potential cause of accident.

First Aid Cases:

Those events which result into a first aid to be given to a person.

Near Miss:

An unplanned event which has potential to cause injury, loss, damage.

Responsibility:

Concerned Workers, Concerned Works Manager and QHSE Concern Operator.

Accountable:

Top management and concerned dept. Head

Procedure:

1. On observing of any accident; First responder / team members /first aiders should shift the casualty for first aid treatment to First aid Centre.
2. First responder / concerned department team member will inform the location and severity of accident immediately to department emergency team members, First Aiders, Works Manager & QHSE Officer
3. After First aid treatment at first aid centre, basis on the severity of injury/illness the causality should be moved to Factory authorised hospital for further treatment by ambulance. Meanwhile Works Manager person will arrange the Factory tie up ambulance.
4. In emergency medical situations, decision regarding line of medical treatment (at the hospital in case of admitted patients) is to be taken by QHSE Officer.
5. Head of the concerned department will check the severity of accident in consultation with operation will communicate to Director about the severity of accident.

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6. In charge of the concerned department shall assign one Worker as a care taker for the patient.
7. Works Manager department will make transportation arrangement for patient whenever necessary.
8. During the discharge of injured person from hospital, person of concerned department and Works Manager department should ideally be present to complete discharge activity.
9. In case of non-occupational illness/ injury (as per policy) the cost of medical treatment will be borne by the Worker.
10. In case of reportable accident/ Incident, Safety in charge will report to labour office in consultation with HOD & and QHSE Officer.
11. Action on Incidents like fire, spark, structure collapse, vehicular incident, gas leakage, others shall be mitigated as per on site emergency plan of respective area.
12. The in charge of concerned department shall initiate internal accident reporting form within 24 Works Managers and forward to QHSE Officer in charge dully signed.
13. After receiving the notification as mentioned above and based on evidence, the Works Manager in charge along with concerned departmental shall investigate and prepare investigation report in annexure 2 along with root cause, corrective and preventive measures. The report shall be subsequently reviewed by Works Manager head and circulate to the concerned.
14. Works Manager in charge will track the compliance of corrective action in CAPA report will take follow up of the CAPA compliance on weekly basis.
15. After compliance of CAPA, Works Manager in charge will close the respective accident, Incident & Near Miss.
16. Accident, Incident's record shall be maintained for years by Works Manager department.

References

Accident Incident Register
Incident Record