

<b>ABE Quality Management System Incidents Handling</b>	<b>IMS</b>	<b>Dept: SAF Issue: 01, Rev:5</b>	<b>Ref: ABE-SA-AI-01 Last Revision: May' 16</b>
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## **INCIDENTS HANDLING PROCEDURE**

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## **INCIDENTS HANDLING PROCEDURE**

### **1.0 INTRODUCTION**

An accident is an unplanned, undesired event, which results in personal injury, ill health or fatality. Measures must be imitated to prevent recurrence in any area of our operation. In order to achieve this all incidents must be thoroughly investigated.

### **2.0 PURPOSE AND SCOPE:**

The purpose of this procedure is to guide Albanna Engineering management in reporting, investigating and monitoring follow up actions associated with accidents and near misses

Scope:

The procedure shall be applied to reporting, investigating, and monitoring of follow up actions associated with all accidents and near misses.

### **3.0 DEFINITIONS AND ABBREVIATIONS:**

#### Definitions:

<b>Accident</b>	:	An accident is an incident which has given rise to injury, ill health or fatality.
<b>Incident</b>	:	work related events in which an injury or ill health regardless of severity, fatality occurred or could have occurred, near miss.
<b>First aid injury</b>	:	An incident requiring first aid treatment at site
<b>Lost time injury</b>	:	An incident where more than one full shift is lost
<b>Medical Aid Injury</b>	:	An incident requiring medical treatment from doctor
<b>Property Damage</b>	:	An incident resulting in damage to property
<b>Near Miss</b>	:	An accident, which did not result in an injury or injury could have occurred.
<b>Emergency Situation</b>	:	Particular type of incident.

#### Abbreviation

<b>ABE</b>	:	Albanna Engineering
<b>CEO</b>	:	Chief Executive Officer
<b>HSE</b>	:	Health Safety and Environment
<b>LTI</b>	:	Lost time injury

### **4.0 RESPONSIBILITIES:**

Incident Management is both an individual and shared responsibility of all employees, subcontractors and subcontractor employees on each work site. Acceptance and commitment to the following areas of responsibility is essential for the success of incident management reporting.

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**Project Manager:** The project manager is responsible for assigning one responsible safety officer for ensuring incident reporting is complied with. The project manager is also responsible for the sole authorization of incident Report. Project managers will also participate in investigation of any accident or incident that has a classification of moderated risk and above.

**Safety officer:** The safety officer is responsible for ensuring that incident reports are completed for all report incidents that occur on site in accordance with this procedure. The safety officer is further responsible for co-ordinating and assisting in any investigation, which takes place.

**Supervisors:** Supervisors are fully responsible for the reporting of all incidents within their work areas, in line with the requirements of this procedure. They are also responsible for completion of or assisting in the completion of reports to the project manager.

## 5.0 REFERENCE:

Company and clients requirements

## 6.0 PROCEDURE:

### 6.1 Reporting an Accident

The following procedure will be followed when an incident occurs

- Initiate emergency response procedure if necessary
- If possible, try to secure the safety of any other casualties or persons who may become affected.
- Arrange medical help if it is needed. if necessary, transport casualties to nearest clinic and if required make arrangements to transport to nearest hospital.
- Immediately inform project manager.
- The project manager will take control of the situation and inform ABE management. He will also inform client of the situation.
- The project manager will send a preliminary accident report to the CEO along with follow up action plan. This report will be completed on the company form attached to this procedure.
- Any client documentary requirements further to this will also be complied with.

### 6.2 Reporting a Near miss

An unsafe occurrence, which does not result in injury. Damage or loss is called near miss. All near miss will be investigated to assess the cause in order to prevent future occurrence.

### 6.3 Investigation of accident

6.3.1 all incident , near miss and any *injury resulted from safety violation* will be investigated.

6.3.2 the purpose of accident investigation is:

- to identify the cause.
- to prevent recurrence.

- to recommend corrective actions.
- to meet statutory, company and client reporting requirements.

#### **6.4 On Notification**

The location engineer and the supervisor concerned shall immediately visit the site of the incident

- to ensure that the site is in safe condition
- to identify the cause of accident.

6.4.1 Investigation Team: An investigation team will be formed for all serious or high potential incidents. The GM will appoint member based on their experience and areas of expertise. However, in most case, safety officer, project in-charge, supervisor, injured person, employee representative, other connected workers will be part of that team to provide advice on HSE matters.

6.4.2 Investigation: Careful examination of accident scenes is an essential part of investigation. The following are just some of the areas to take into account when doing this.

- Positioning of vehicles, plant and equipment.
- Condition of any related injuries.
- Time of occurrence
- Positions of people.
- Weather conditions.
- Quality of illumination – natural or provided.
- Markings on surfaces which are related to the incident.

#### **6.5 Interviewing Witness**

All witness will be interviewed in privacy where possible and in as informal a manner as possible. A record of any statement must be made and the details verified with witness. Any discrepancies should then be discussed and clarified.

#### **6.6 Procedures and instructions**

When written procedures or work permits were in use at the time of an accident, it should be established to what extent these were followed and understood. The same applies to any instruction given by supervisor in relation to that particular task.

#### **6.7 Investigation Analysis**

After all relevant information has been gathered the investigation team will evaluate it. From this a decision on the root cause will be taken.

### **7.0 DOCUMENTATION:**

- 7.1 Incident (No-injury accident) Report form
- 7.2 Accident investigation report.

## **8.0 DOCUMENTATION CHANGE CONTROL:**

A documentation change shall be agreed if client or new circumstances arises from existing through recommendations of our Senior Managers.

## **9.0 DISTRIBUTION:**

All holders of IMS Manual

## **10.0 Attachments**

- Accident Investigation report
- Incident (No Injury Accident) report Form