



Consolidated Construction Consortium Ltd.

PROCEDURE NO. : **CSP- 4.5.3**

**PROCEDURE FOR
HANDLING INCIDENT INVESTIGATION,
NONCONFORMITIES AND CORRECTIVE ACTION /
PREVENTIVE ACTION**

REV. NO. 1

DATE: 19-01-2009

PAGE 1 OF 5

**PROCEDURE FOR HANDLING INCIDENT INVESTIGATION,
NONCONFORMITIES AND CORRECTIVE ACTION / PREVENTIVE ACTION**

1	19.01.2009	Section 4.2.8 changes made for risk assessment
0	16-04-2008	First issue
REV. NO.	DATE	BRIEF RECORD OF REVISIONS

PREPARED BY : HEAD - HSE

SIGNATURE

NAME

: S N NARAYANAN

APPROVED BY : DIRECTOR (OPERATIONS)

SIGNATURE

NAME

: V G JANARTHANAM



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PAGE 2 OF 5

1.0 OBJECTIVE

- a) To effectively handle and investigate accidents / incidents / occupational diseases and take corrective & preventive actions to avoid their recurrence.
- b) To identify and correct nonconformities by taking corrective & preventive actions to mitigate their environmental impacts/risks.
- c) To maintain documented records of accidents, incidents and nonconformities.

2.0 SCOPE

This procedure covers all activities performed at project sites and offices.

3.0 RESPONSIBILITY

As defined in the procedure.

4.0 PROCEDURE

4.1 Incidents / Accidents

4.1.1 **Injured person:** Injured person shall intimate to his supervisor personally or through his colleague (if he is in a position to send message).

4.1.2 **Witness:** Whenever any employee/worker observes that a person is met with an accident or any dangerous occurrence, he has to inform the area supervisor, first aider and if required shift the injured person to safe location.

4.1.3 **Supervisor:** To arrange first aid, to shift injured person to dispensary/hospital. To intimate to Safety Engineer (SE), Project Manager (PM) and to send report to PM/SE.

4.1.4 Supervisor / Safety Engineer

- a) To arrange for first aid and treatment of injured person.
- b) To intimate all concerned including the insurance company, Government official (if required).
- c) To send accident/incident reports to all concerned.
- d) To conduct investigation and submit report as per 'Accident Investigation Report'.



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DATE: 19-01-2009

PAGE 3 OF 5

4.1.5 ***Project Manager***

To render all possible help to SE/SS in discharging responsibilities.

4.1.6 SE/SS to organise for providing first-aid immediately by a trained first aider and to send the injured person to dispensary / hospital for further treatment.

4.1.7 The concerned SE/SS to keep an accident register where all the incidents near misses are to be recorded. This shall also include minor first aid done within the area.

4.1.8 The Register shall have the details such as serial no, date, time and nature of accident, location, cause of the incident, persons/equipment involved.

4.1.9 PM/SE/SS to report the accident / incident in the format [CSF-012](#) (report of accidents and dangerous occurrence) and send to

- i. Project Coordinator
- ii. Head - HRD
- iii. Head - HSE

The report shall also be sent to relevant authorities, if required.

4.1.10 SE/SS to conduct enquiry into accidents/incidents along with sub-contractor's supervisors and workmen representative and report in the format [CSF-013](#) (Accident Investigation Report) to PM, PC and Head - HSE.

4.1.11 SE/SS to ensure submission of monthly HSE report in the format [CSF-016](#) (Monthly Safety Report) and submit to PM, PC and Head-HSE. For computing mandays lost due to injuries, following table may be referred.

S. No.	Description of Injury	%age of loss of earning capacity	Equivalent mandays lost
1	Death	100%	6000
2	Loss of both hands or amputation	100	6000
3	Loss of a hand and a foot	100	6000
4	Loss of sight	100	6000
5	Absolute deafness	100	6000
6	Amputation through shoulder joint	90	5400
7	Loss of thumb	30	1800



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PAGE 4 OF 5

8	Loss of four fingers in one hand	50	3000
9	Amputation at hip	90	5400
10	Loss of one eye	40	2400
11	Loss of middle finger	12	720

The above is based on IS:3786 – 1983 and for more details the BIS standard may be referred .

- 4.1.12 SE/SS to report near miss, if any in the format [CSF-014](#) (Report of Near Miss) as and when occurred.
- 4.1.13 SE/SS to report occupational diseases encountered by employees / sub-contractor employees in the format [CSF-015](#) (report of occupational disease) as and when occurred.
- 4.1.14 Head - HSE to present a detailed report of all incidents/accidents to company HSE Management Review Committee twice in a year.
- 4.1.15 Head - HSE to consolidate the HSE data monthly received from sites and present to management.

4.2 Nonconformities

- 4.2.1 An Health, Safety & Environmental nonconformity is defined as,
- a) Nonconformity to the specified HSE parameters for monitoring and control.
 - b) Activity / process causing adverse impacts on the HSE system eg., excess release of pollutants, discharges to air, water, land- any potential nonconformity.
 - c) Non adherence to defined HSE management system and procedures and legal requirements.
 - d) Non-adherence to specified environmental parameters.
- 4.2.2 PM/SE/SS to take appropriate action, if the impact on HSE caused is minimal and could be easily remedied. Such ongoing actions are to be acted upon immediately as and when detected.
- 4.2.3 The concerned site staff to make efforts to contain the impact/risk on HSE, when HSE nonconformity is noticed during operation or reported and inform the actions to PM/SE/SS.



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PAGE 5 OF 5

- 4.2.4 Any nonconformity situations causing /likely to cause adverse impact/risk on HSE shall be reported immediately to the PM/SE/SS by the concerned construction engineer/supervisor.
- 4.2.5 Construction Engineer/Supervisor is responsible for handling and investigating the cause of such nonconformities.
- 4.2.6 Nonconformities noticed during internal audits shall be reported and forwarded to Head - HSE. Necessary corrective and preventive action to be taken by the respective SE/SS/PM.
- 4.2.7 Nonconformity reports raised as an outcome of findings from the results of monitoring and measurements, audits and review of HSE Management system shall be attended promptly. Necessary corrective and preventive action to be taken by the concerned SE/SS/PM.
- 4.2.8 PM/SE/SS to review where the corrective and preventive action identified new or change in hazards or need for new or changed controls, the procedure shall require that the proposed actions shall be taken through a risk assessment prior to implementation.
- 4.2.9 PM/SE/SS to review the relevant procedures based on the corrective and preventive actions taken to eliminate actual/potential nonconformities and revise the procedures if found necessary and communicate to all concerned.
- 4.2.10 Head - HSE to summarize the corrective and preventive actions taken for audit nonconformities / potential nonconformities and present to the company HSE Management Committee.

4.3 Records

PM/SE/Head - HSE to maintain the records of accidents, incidents, occupational diseases and nonconformities along with corrective and preventive actions.