**ACCIDENT/INCIDENT PROCEDURE**

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| **Revision** | **Date** | **Prepared by** | **Approved by** |

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# INTRODUCTION

This procedure is issued to prevent potential health, safety and environmental incidents during the execution of the project and also to define the reporting method of such events.

# SCOPE

The provisions of this procedure are applicable to all site personnel (Owner, Contractor, Subcontractor, others) that are involved in the project works, or visiting the site.

This procedure applies to all activities on site.

# OBJECTIVE

The objectives of this procedure are:

* to prevent any potential health, safety and environmental incidents,
* to provide guidance on the management and control of any potential accidents/incidents

during project execution

* to provide guidance on the method of investigation, reporting and record keeping of

potential accidents/incidents and

* to prevent the reoccurrence of similar incidents, through the implementation of

corrective / preventive actions

* to share “lessons learnt” between all companies involved in the project.

# DEFINITIONS

**Incident:** an undesired event that had the potential to lead to an accident.

**Accident:** an undesired event which results in physical harm to personnel (death, ill-health, injury) and/or damage to environment and property.

# CATEGORISATION

**Fatality:** Where a person, as a result of an accident at work, has suffered an injury or illness which is a cause of his death.

**Lost Time Injury:** An injury or illness resulting from work activities and has prevented a person from carrying out work for a period of 3 days, excluding the day of the injury.

**Medical Treatment:** Injuries involving medical treatment other than those stated above (e.g. an injured person receives First Aid or Hospital treatment and returns back to work the same day or the following day).

**Restricted duty:** An injury where the injured person is prevented from doing the routine functions of his normal job for a period of at least one full day, excluding the day of the injury.

**First Aid:** an incident where first aid is provided at site but no further action is necessary and the injured person resumed work on usual duties.

**Near Misses:** any event that could have (but did not) result in personal injury or damage to environment/property.

**Property Damage:** Any incident that results in loss or damage to property or material - collision, mechanical damage, fire, explosion, electrical overload, overheating, over-use, spill or release of chemicals or other substances, other.

# RESPONSIBILITIES

**Site Manager** is responsible:

* for the proper implementation of this procedure,
* for the review and approval of final incident reports,
* to notify the Owner and the relevant authorities.

**HSE Supervisor/Coordinator/Officer**  is responsible:

* to provide advice, training and support to managers, supervisors and employees,
* to monitor the implementation of this procedure,
* to notify immediately the Site Manager in case that an incident resulted in an injury or damage,
* to clearly review and ensure the integrity of filled incident report form,
* to maintain file of relevant records,
* to ensure that appropriate measures have been taken in order to prevent the reoccurrence of similar incidents (lessons learnt),
* to coordinate the incident investigation process,
* for ensuring that any potential incidents are reported, investigated and managed properly.
* for collecting accurate information and data about the incident, conducting investigation and prepare the relevant report.

**Foreman/Supervisor** is responsible:

* to ensure the implementation of relevant safety measures and precautions,
* to ensure that the employees are informed and know the risks and control measures regarding the their given task,
* to inform immediately HSE Supervisors in case of any incident involving personnel, equipment, materials or environment,
* to support HSE Supervisors during the investigation of incidents.

**Site Personnel** shall:

* follow the relevant safety measures and precautions as well as their Foreman/Supervisor’s instructions,
* immediately inform their Supervisor/Foreman in case of a potential accident/incident,
* give accurate information about the incident, if they were present while this happened (witness statement).

# REPORTING PROCEDURE

All kinds of incidents which cause injury or illness must be reported to the Local Health Authority (ASL) by the responsible employer concerned in accordance with Italian Legislative Decree 81/2008. Employers must also notify INAIL (National Institute for Insurance Against Workplace Accidents) within 48 hours of being informed of the accident. For fatal accidents, the notification must be immediate. Accidents resulting in severe injuries (lasting more than 3 days) or fatalities must be reported to the local Ispettorato Nazionale del Lavoro (INL).

A written report of the accident/incident including the results of the investigation and recommended action to prevent reoccurrence shall be prepared by Contractor. The report shall be distributed to the interested parties (Site Manager, Contractor’s Head Office, Owner etc). The Incident Report form is given in Appendix B.

# COLLECTION OF DATA/INFORMATION

After an accident/incident occurrence, evidence and information shall be collected, including information about:

* Position of people/equipment/materials (photos, figures)
* Witness statements
* Pieces of evidence, from machinery/equipment involved in the accident/incident
* Paper proof (relevant records and documents)

Scenes of accidents shall be preserved untouched until the completion of the accident investigation.

Plant, systems, equipment and tools involved in accidents shall be retained and not be used until the completion of the accident investigation.

# INVESTIGATION/EXAMINATION

The scope of accidents examination is to:

* Establish the real causes of accidents in order to prevent their reoccurrence.
* Establish a systematic reporting method complete with full details of what took place before, during, after the accident.
* Issue a detailed report of each registered accident.

**Prıncıples of Accıdent Investıgatıon**

The investigation will be carried out taking care of, but not limited to, the following aspects:

* Investigation must be carried out immediately after one accident happens
* Record of injured person account of accident
* Witnesses account of accident
* Photographic documentation
* Inspection of involved machines and equipment
* Environmental protection measures shall be implemented if gases or toxic substances involved

All persons shall fully cooperate during an accident investigation.

All persons shall provide information or make witness statements as part of accident investigation as soon as practicable upon request.

# REVIEW AND APPROVAL OF INVESTIGATION

Corrective and preventive actions for serious accidents shall be reviewed and approved by the Owner, with respect to:

* Approval that actions are appropriate to resolve causes of accident
* Approval of responsible persons and due date for completion of actions
* Approval of resources to implement actions
* Approval that actions have been completed

After the accident/incident evaluation, appropriate measures shall be implemented in order to prevent its reoccurrence. These measures shall be completed in a timely manner as agreed with the responsible persons.

Successful preventive actions taken, shall be shared as “lessons learnt” to all companies involved in the project.

# NOTIFICATION OF ACCIDENT/INCIDENT - RECORD KEEPING

The scope of accidents notification and recording is to make available and provide information on every work related accident/incident which may have one or more of the following consequences:

* Fatality as a result of work accident.
* Lost time due to injury.
* First aid and medical treatment for occupational reasons.

Accident notifications and investigations shall be documented in writing by the Incident Report Form together with relevant additional documents. These documents shall be retained as records of the accidents and completion of corrective actions.

A registry of Accident/Incident reports shall be maintained until the end of the project.

# REFERENCE DOCUMENTS

* Incident Report Form