

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PROC/004
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

INCIDENT INVESTIGATION PROCEDURE



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	Position / Name	Signature	Date
Compiled By	MSHEQ		4/12/18
Approved By	Martin du Plessis		4/12/18

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1. PURPOSE & OBJECTIVE

This procedure outlines to all employees what, when and to whom to report incidents and the time frame on reporting incidents.

2. SCOPE

This procedure applies to all section of THENJIWE SUPPLIES & REPAIRS.

3. RESPONSIBILITY

MANAGEMENT;

Is responsible to ensure all incidents are investigated and all reasonable steps are taken to prevent the incident of reoccurring.

SUPERVISOR;

Supervisors must ensure all incidents are reported, so to put control measures in place to prevent any reoccurrences of incidents.

HSE PERSONNEL;

Must ensure all documentation is completed in full and incidents are investigated to determine the root causes and put control measures in place.

INCIDENT INVESTIGATOR;

Must ensure all incidents are investigated and the root cause has been identified.

ALL EMPLOYEES;

All employees have the duty to inform the employer on any incident so that it may be investigated and controlled to ensure the safe and wellbeing of their fellow employees.

4. DEFINITIONS, ACRONYMS & ABBREVIATIONS

SHE

Safety Health & Environment

HOD

Head of Department

DOL

Department of Labour

LTI

Lost time injury Frequency rate that is calculated to determine whether there is a lack in the HSE System.

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5. Procedure

➤ Near Miss incident;

Description;

Any incident which has the potential to cause harm or danger, cause property damage, cause environmental damage, cause a major incident

Action to be taken;

- Secure the area and ensure the area is safe.
- Switch off and lockout Machinery involved.
- Ensure that no further injury/damage can take place.
- Record down all the details of the incident.
- Determine the root cause.
- Put proper controls in place to prevent similar incidents.
- Implement, Monitor and review Controls.

Persons to be notified;

- Supervisor/Foreman
- Manager
- HSE Officer
- HSE Consultants
- Client

Documents and time frames in which they need to be completed;

- Near miss report
- Incident Register

➤ First Aid;

Description;

Minor injuries not requiring doctor or hospital treatment, injuries which can be treated on site. Should there be any doubt about the seriousness of the injury, then rather send the injured to a doctor or hospital.

Action to be taken;

Injury to be treated by the trained First Aider. Root cause must be determined by the incident investigator. Proper controls must be in put place by management to prevent similar incidents. Implement, Monitor and review Controls by the HSE personal.

Persons to be notified;

- Supervisor
- Manager
- HSE personal

Documents and time frames in which they need to be completed;

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- Incident Report within 24Hours of incident occurring and submitted to management.
- Dressing Register
- Statement Form

➤ **Medical;**

Description;

Any injury which requires medical attention from a hospital, clinic and or doctor and nurse.

Action to be taken;

- Trained First Aider to render assistance.
- The injured is to be taken to the nearest hospital, doctor, or clinic for treatment.
- Ensure that the cause of the injury is addressed and that the area or machinery is made safe.
- Determine the root cause.
- Put proper controls in place to prevent similar incidents.
- Implement, Monitor and review Controls.

Persons to be notified;

- Supervisor
- Manager
- HSE Personal

Documents and time frames in which they need to be completed;

- Incident Report within 24 hours after incident has occurred,
- Incident Register.
- Statement Form.
- DOL Employers Report of Accident Form (WCL2) to be accompanied to hospital must be completed immediately,
- Certified copies of employee ID required to be obtained within immediately and accompanied to hospital,
- Annexure 1 - same day as incident occurred and closed out on monthly SHE rep meetings.

➤ **Serious Injury/Incident;**

Description;

Any of the following injuries;

- Fractures or Amputations,
- Temporary or Permanent Disablement,
- Severe injury and likely to die,
- Unconsciousness / Asphyxiation,
- Booked off work >14 days.

Any of the following incidents;

- Machinery Fracturing or Failing,
- Machinery running out of control,
- Uncontrolled release of a dangerous substances,
- Uncontrolled release of a substance under pressure,
- Any Major Hazardous Incident.

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Action to be taken;

- Trained First Aider to render assistance.
- If neck or back injuries are suspected then the injured is to be stabilised while an Ambulance is called.
- If an Ambulance or Emergency Services are called, ensure that measures are taken to flag them down and to direct them to the incident.
- If possible the injured is to be taken to the nearest hospital, doctor, or clinic.
- Do not disturb the scene of the accident unless for further rescue purposes.
- Take photographs of the scene and note down names of eyewitness.
- Determine the root cause.
- Put proper controls in place to prevent similar incidents.
- Implement, Monitor and review Controls.

Persons to be notified;

- Supervisor
- Manager
- HSE Personal
- Regional Department of Labour
- CEO

Documents and time frames in which they need to be completed;

- Incident Report within 24 hours after incident has occurred,
- Statement Form.
- Incident Register
- DOL Employers Report of Accident Form (WCL2) to be accompanied to hospital must be completed immediately,
- Certified copies of employee ID required to be obtained within 24 hours,
- Annexure 1 Same day as incident occurred.

➤ **Fatality;**

Description;

Any incident which results in the death of any employee or other person affected by the Companies operations.

Action to be taken;

- If an Ambulance or Emergency Services are called, ensure that measures are taken to flag them down and to direct them to the incident.
- Cover the body and do not disturb the scene of the incident unless for further rescue purposes or to ensure that the area is made safe.
- Take photographs of the scene and note down names of eyewitness.
- Do not make any statements to any media or person. Statements should only be made to the Police and Labour Departments.
- Determine the root cause.
- Put proper controls in place to prevent similar incidents.
- Implement, Monitor and review Controls.

Persons to be notified;

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Documents and time frames in which they need to be completed;

- Incident Report within 24 hours after incident has occurred,
- Statement Form,
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- Certified copies of employee ID required to be obtained within 24 hours,
- Annexure 1 Same day as incident occurred.

6. EXCEPTIONS

DOL requirements shall take preference to this document should it be required.

7. REFERENCES

- 7.1 OHSAS 18001:2007
- 7.2 OHS Act 85 of 1993
- 7.3 Incident Register
- 7.4 Incident Investigation Form
- 7.5 Statement Form
- 7.6 Near Miss Report
- 7.7 Annexure 1
- 7.8 WCL 2
- 7.9 WCL 4

8. APPENDICES & EXHIBITS

None.