

- **Supervisors/Managers:** Immediate response to accidents/incidents, securing the scene, and assisting in the investigation.
- **Employees:** Reporting accidents/incidents promptly and participating in investigations as required.

5. Procedure

5.1 Immediate Response

1. **Ensure Safety:**
 - Provide first aid or medical attention if necessary.
 - Evacuate the area if there is a continuing hazard.
 - Secure the scene to prevent further incidents or tampering with evidence.
2. **Report the Incident:**
 - Employees must report all accidents/incidents to their supervisor or manager immediately.
 - The supervisor/manager will notify the Health and Safety Manager as soon as possible.

5.2 Initial Investigation

1. **Gather Information:**
 - Record the date, time, and location of the accident/incident.
 - Identify and interview witnesses.
 - Take photographs or make sketches of the scene.
 - Collect any physical evidence available.
2. **Document the Incident:**
 - Complete an initial incident report form, including details of the injured persons, the nature of injuries, and any damage sustained.

5.3 Detailed Investigation

1. **Form an Investigation Team:**
 - The Health and Safety Manager will lead the investigation team, which may include supervisors, managers, and employee representatives.
2. **Analyze Information:**
 - Review witness statements, photographs, and physical evidence.
 - Examine the sequence of events leading up to the incident.
 - Identify any immediate and underlying causes.
3. **Determine Root Causes:**
 - Use root cause analysis techniques to determine the fundamental reasons for the incident.



- Consider factors such as equipment failure, human error, environmental conditions, and procedural deficiencies.
- 4. Develop Corrective Actions:**
 - Identify measures to prevent recurrence, such as changes to procedures, additional training, or equipment modifications.
 - Assign responsibility for implementing corrective actions and establish a timeline for completion.

5.4 Reporting

- 1. Internal Reporting:**
 - Prepare a detailed investigation report, including findings, root causes, and corrective actions.
 - Distribute the report to senior management and relevant stakeholders.
- 2. External Reporting:**
 - If required, report the incident to external authorities (e.g., Health and Safety Executive) in accordance with legal and regulatory requirements.
 - Cooperate with any external investigations conducted by regulatory bodies.

5.5 Follow-Up

- 1. Implement Corrective Actions:**
 - Ensure that all corrective actions are implemented within the agreed timeline.
 - Monitor the effectiveness of corrective actions and make adjustments as necessary.
- 2. Review and Closure:**
 - Conduct a follow-up review to ensure that the incident has been fully addressed and that preventive measures are effective.
 - Close the incident investigation once all corrective actions are verified as complete.
- 3. Continuous Improvement:**
 - Use insights gained from the investigation to improve health and safety practices across the organization.
 - Update risk assessments and safety procedures as necessary.

6. Documentation

- Incident Report Form
- Witness Statement Form
- Investigation Report Template
- Corrective Action Plan Template



7. Training

- Provide training for all employees on the importance of reporting accidents/incidents and the investigation process.
- Train supervisors and managers on how to conduct initial and detailed investigations.

8. Review and Revision

- This procedure will be reviewed annually or following any significant incident.
- Revisions will be made as necessary to ensure its continued effectiveness.

Approval:

Name: Neil Smuts

Position: Technical Director

Signature: _____

Date: 24/03/2024 _____

Next Review Date: 24 Months

