

<<<Insert Company Logo>>>

Revision nr. : 0

Pagenr. : 1/1



Flowchart	Function	Description	Ref.
<p>Incidents: Accidents, near miss, unsafe situations / acts and environmental incidents.</p> <pre> graph TD Start([Report incident]) --> Branch1{ } Branch1 --> A[Accident, near miss, unsafe situations / acts] Branch1 --> B[Environmental incident] A --> C[Alert first responder and take necessary actions immediately] B --> C C --> D[Apply first aid and alert 911 & local authorities] C --> E[Limit environmental damage if feasible, alert 911 & local authorities] C --> F[Emergency & Evacuation Plan P04.W05 Waste management P04.W08] D --> G[Reporting procedure P09.W03] E --> G F --> G G --> H[Update accident CAP] G --> I[Report forms F9.02A F9.02] G --> J{Assess if additional risk analysis is necessary?} J -- yes --> K[Safety & Health risk assessment P04.W06] J -- no --> L[Take corrective & preventive actions measures] K --> L L --> M{Check if actions effective & okay?} M -- no --> L M -- yes --> N[Update accident CAP] M --> O[Measurement & monitoring SHEQ deviations / complaints, incidents & CAP & operational KPI's all discussed in meetings TBC-04] O --> P[Annual accident / incident analysis Management Review P09] </pre>	<p>Reporter SHEQ</p> <p>SUP-G SHEQ OM MD Melder</p> <p>MD</p> <p>SHEQ SUP</p> <p>MD SHEQ</p> <p>SHEQ</p> <p>SHEQ</p>	<p><u>In case of an accident / near miss / unsafe situation/act and or environment incident:</u></p> <ul style="list-style-type: none"> • Immediately takes necessary measures and warns nearest first aid / emergency response officer in accordance with company emergency plan. • Notify managing director and operations manager / supervisor • Manager / Supervisor / SHEQ is responsible for securing the accident site for investigation by official authorities. • In case of leaks or loss of waste during transportation, the leaks should be contained or Spill Kit must be used. • Waste must be disposed according to the waste management procedure. • Managing director or representative informs family about those employee(s) who are involved in the accident, when applicable. • Managing director or representative reports to relevant OSHA authorities and local environment department. • Manager/supervisor and SHEQ coordinator fill in feedback and accident investigation form together, if necessary, with the addition of objective evidence, witness statement, photos etc. and send it to managing director and applicable managers / supervisors. • First there will be assessed whether a risk analysis is necessary before proposing mitigation measures / actions. The decision for additional risk analysis or JSA lies with SHEQ, managing director and managers. • Determine the corrective- preventive actions to be taken, the processing time of these actions will be determined in consultation with the Managing Director and SHEQ coordinator and will be indicated in the CAP overview. • SHEQ coordinator checks the measures of effectiveness, if unsatisfactory, the report is not considered settled and new measures are discussed in the regular department meetings. • The accident investigation must be completed and closed within 1 month. • Follow up actions, appointed responsibilities, time frame and verification of effectiveness is controlled through the CAP by the SHEQ coordinator. • All SHEQ incident reports and objectives, targets (KPI's) and environmental incidents are discussed monthly and updated in the regular department meetings. • Updates the CAP incident overview • File incident report and CAP in computer system. <p><i>Analyzes results, trends and recurring errors of all accident / incident reports on behalf of the annually management review.</i></p>	<p>P04.W05</p> <p>P04.W08</p> <p>F9.02 F9.02a</p> <p>P04.W06</p> <p>TBC-04</p> <p>P09</p>