**Midas Upstream Services**

**Ltd**

**RISK POLICY**

**MARCH 2018**

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**Midas Upstream Services**

**Ltd**

**ACCIDENT / INCIDENT REPORTING**

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| --- | --- | --- | --- | --- |
| **Rev** | **Date** | **Checked By** | **Approved By** | **Comments** |
| 1.0 | 27/03/2018 | CB | MD | Initial draft for review |
| 1.1 | 29/03/2018 | CB | MD | Issued for use |

**ACCIDENT REPORTING AND INVESTIGATION**

# Purpose

The purpose of this procedure is to ensure a safe workplace for all employees, contractors and clients through effective and systematic incident reporting and investigation mechanisms, and to ensure that further risks of workplace incidents are eliminated or mitigated. This procedure is applicable to all employees and contractors of Midas Upstream Services Ltd.

# References

Refer to Individual state/country enforcing authority websites (Codes of Practice or Standards) in relation statutory reporting requirements of incidents.

# Relevant Documents/Database

* Incident Reporting and Investigation form
* Near miss and unsafe acts form

# General

* + All accidents must be reported (within 24 hours) and investigated, irrespective of the injury sustained.
	+ The Accident / Incident Reporting form is to be used in reporting to the Line Managers, who should immediately inform the Chief Operations Officer and along with a copy of the Accident / Incident Reporting form.
	+ If the accident involved injury, the injured person who must be given first aid attention by the Safety Officer (or any other trained first aider) and/or

sent to the Company clinic (depending on the severity of the injury sustained).

* + The HSE Manager/Officer shall lead the investigating team with the mandate of conducting a thoroughly investigation to determine the underlying causes and advice on the necessary action to be taken to prevent future occurrence.
	+ Where there is no in-house fulltime HSE resource, external personnel accredited to ISO, NISP, IIRSM (or similar accreditation) shall be engaged.
	+ A report of the investigation shall be submitted to the Chief Operations Officer and if it occurred on the client’s site, a copy of the report shall be forwarded to the client.
	+ A detailed description of the accident / incident and any sustained damages/ losses must be included in the report.
	+ If there is need to notify the victim’s family or next of kin, the Chief Operations Officer or HR/Administration Manager will contact them.

# What is an incident?

'Incident' for the purposes of this procedure includes:

* + Any event that results in injury or disease no matter how minor
	+ Any dangerous occurrence - this term includes near misses - any event that endangers the health or safety of a person
	+ Any event that results in death.

# Accident / Incident Reporting

It is the policy of Midas Upstream Services Ltd to immediately report all incidents involving injuries that require medical treatment including first aid, fatalities and major damage as per industry best practices.

We shall report all incidents verbally within 5 hours of the incident and we shall also submit a short written notification within 10 hours of the incident with the basic details and as well submit a complete investigation report not later than 5 days after the incident.

All accidents must be reported and investigated, irrespective of the injury sustained.

Incidents to be investigated includes but are not limited to all near miss incidents, all first aid cases, all injuries requiring medical treatment, fatalities, all property damage, all equipment damage, etc. to determine causes and to implement corrective measure to prevent the same from happening

Midas Upstream Services Ltd shall ensure the incident/accident scene is not disturbed until after the investigation.

Where applicable and with proper authorization, photographs may be taken of the incident scene as well as any equipment involved in the incident.

The Accident / Incident Reporting form is to be used in reporting to the Line Managers, who should immediately inform the Chief Operations Officer and along with a copy of the Accident / Incident Reporting form.

If the accident involved injury, the injured person who must be given first aid attention by the Health & Safety Officer (or any other trained first aider) and/or sent to the Company clinic (depending on the severity of the injury sustained).

A detailed description of the accident/incident and any sustained damages/losses must be included in the report.

# Accident / Incident Investigation

The HSE Manager / Officer shall lead the investigating team with the mandate of conducting a thoroughly investigation to determine the underlying causes and advice on the necessary action to be taken to prevent future occurrence.

Our Clients have the right to participate in the investigation, to make recommendations and to request a reinvestigation if they are not satisfied with the result of the investigation/corrective measures/action taken.

The investigation committee comprises of Midas Upstream Services Ltd management, Supervisor responsible for the injured worker or incident, the injured worker (where possible), witnesses, HSE Officer, a representative of Client, our staff / client who are familiar with the HSE practices involved and who can contribute to the analysis of the incident and make recommendations for action to prevent future reoccurrence.

A report of the investigation shall be submitted to the Chief Operations Officer and if it occurred on client's site, a copy of the report shall be forwarded to the client

The results of the investigation together with the Root Cause Analysis of the incident and the committee’s recommendations for preventative action(s) shall be submitted to Client within 5 days after the incident occurred.

If there is need to notify the victim’s family or next of kin, the Chief Operations Officer or HR/Administration Manager will contact them.

Midas Upstream Services Ltd shall issue to Client a detailed weekly HSE Report which include all related tabulated Health, Safety & Environment statistics and graphs to include all incidents/accidents during the reporting period, hazards observed and corrective actions to deal with them, achievements, initiatives, training, non- compliance issues, programs implemented.

We shall also compile a short summarized version (flash report), of all the investigation and submit to Client to be distributed to other project participants as learning tool to prevent the same from happening.

Midas Upstream Services Ltd shall also review and analyse all injuries, including first aid cases, to establish trends that may indicate deviations from established work standards and safe working procedures/practices.

### THE INVESTIGATOR(S) MUST REMAIN IMPARTIAL AND OBJECTIVE WHILST ESTABLISING CAUSE(S).

# Cause Identification

#### *FOR THE INCIDENT INVESTIGATION TO BE SUCCESSFUL IN* IDENTIFYING ALL OF THE CAUSES OF THE INCIDENT, IT WILL BE NECESSARY TO ESTABLISH:

In the events and circumstances leading up to the incident, the types of events and circumstances leading up to the incident, which will be relevant for the investigation, may include:

* The system of work currently in place the instructions given for the work and any variations from instructions or safe work systems workplace conditions such as lighting, floor surfaces, stair treads & handrails, warning signs, temperature and weather. If the incident occurred outside the exact location of the incident, with sufficient detail for the spot to be readily identified by somebody else reading the report the materials in use or being handled and the type of equipment in use

Facts of the incident – facts relevant to the incident may include:

* The state of the work system and the actions which occurred at the moment of the incident the people directly involved and those involved from a distance. If any equipment, materials and fixtures directly involved and the time the incident occurred will be considered.

# Composition of a Standard Investigation Team

The size and make-up of the investigation team is dictated by the incidents seriousness or complexity. A standard investigation team for a minor injury or property damage incident would usually consist of:

* The relevant senior manager
* The HSE manager/officer
* Relevant employees i.e. health and safety representative
* Specialist consultant (where applicable)

**IN THE EVENT OF AN INCIDENT WHICH IS REPORTED TO THE ENFORCING AUTHORITY REGARDING A NOTIFIABLE INCIDENT, THE INVESTIGATION TEAM MAY INVOLVE SPECIALIST CONSULTANTS AND THE ENFORCING AUTHORITY REPRESENTATIVES.**

# Reporting to Statutory Authorities

The organisation will comply with all the statutory reporting requirements. These arrangements oblige the organisation to report the details of certain incidents to the relevant enforcing authority. The types of incidents which must be reported are usually:

* Incidents resulting in loss of life (which must be reported immediately)
* Incidents resulting in a worker taking a number of days off work due to injury
* Incidents involving damage or potential damage to dangerous items of plats (E.g. boilers)

**REFER TO THE ENFORCING AUTHORITY WEBSITE FOR UP-TO-DATE REPORTING TIMEFRAMES AND PROCEDURES****.**

## Review of Corrective Actions

The responsible manager will review the information gained from the incident investigation and carry out a risk management process. After the investigation has been conducted, the Incident Investigation and Reporting form will be completed detailing the action needed to be carried out to eliminate or minimise the hazard using the risk management processes.

# Risk Identification, Assessment and Control

The organisation shall identify and assess all hazards that have caused incidents using the following risk management methods:

* Defining the scope of the activity that is to be assessed identifying the risks
* Assessing the risks
* Controlling the risks
* Monitoring reviewing the process

The organization shall implement all controls using the following hierarchy of hazard control:

* Eliminating the hazard
* Substituting the hazard
* Modifying the process
* Isolating the hazard
* Isolating engineering controls
* Using a combination of control
* Using backup control, such as personal protective equipment

In addition, we shall:

* See that all corrective actions identified in an investigation are authorized with signed documentation.
* Allocate responsibility against each corrective action, to ensure everyone is aware of what is required of them. Any lack of response shall be tracked to the responsible person.
* Ensure any corrective actions have a time frame allocated to them for completion.
* Ensure all employees concerned have received sufficient training or arrange for retaining as deemed necessary by the finding of the investigation.
* Where a specific task or process has caused the incident, a job safety and environmental analysis will be undertaken in order to re-assess the risks associated with in the area.

After implementation of corrective actions, risks will need to be evaluated at a future time. This is to ensure that the controls have not caused any further hazards, and that they are in fact appropriate to reducing the likelihood of a recurrence of the same event.

# Use of Incident Statistics

The organisation will use the information gained from incident statistics to measure trends over a period of time so that the organisation has an indication of whether it is improving, stable or deteriorating with regards to Health and Safety performance.

**Accident / Incident Report Form**

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|  |  |  |
| --- | --- | --- |
| **NAME** | **POSITION** | **DEPARTMENT / OFFICE** |
| **DATE OF INCIDENT** | **TIME OF INCIDENT** | **LOCATION OF INCIDENT** |
|  |

**DESCRIPTION OF INCIDENT: What happened?**

**DETAILS OF INJURY: What injury, if any, was caused?**

**DAMAGE TO PROPERTY: What property damage, if any, was caused?**

**OTHERS INVOLVED: Names of other parties involved in the accident / incident**

**WITNESSES: Names and address of witnesses**

**PERSONAL INJURY SUSTAINED: Details of personal injury sustained**

**MEDICAL ATTENTION: Details of medical attention, if required?**

**DATE AND TIME OF REPORT: Date and time as of submission of accident / incident report**

**DATE AND SIGNATURE OF EMPLOYEE: Employee to sign and date form**

**ACTION(S) TAKEN TO PREVENT A RECURRENCE**

**STATUTORY REPORTING AND REPORTING TO GOVERNMENT AUTHORITIES**

**SIGNATURE AND DATE OF H&S ADMINSTRATOR: H&S Administrator to sign and date form**

This form is for internal use only

Website: [www.midasupstreamservicesincltd.com](http://www.midasupstreamservicesincltd.com/) Phone Number: 01-6311277-79

Email: info@midasupstreamservicesincltd.com

# Unsafe Act / Near Miss Report Form

|  |  |  |
| --- | --- | --- |
| **NAME** | **POSITION** | **DEPARTMENT / OFFICE** |
| **DATE OF INCIDENT** | **TIME OF INCIDENT** | **LOCATION OF INCIDENT** |

**DESCRIPTION OF NEAR MISS / UNSAFE ACT / HAZARD: What happened? How? Why?**

**PERSONAL PROTECTIVE EQUIPMENT (PPE) USED: PPE used if any**