

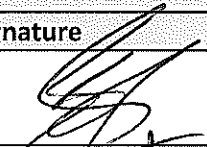
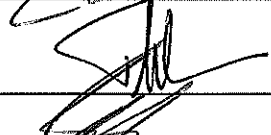
	SHEC MANAGEMENT SYSTEM	Doc no:	SHEC 3.2
		Rev no:	001
	3. SAFE OPERATING PROCEDURES & METHOD STATEMENTS	Rev date:	28/10/2021
		File name:	214 - MS-009-Incident reporting

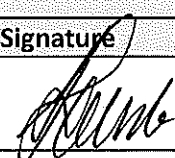
Contract no: #214

Contract name: Hemel en Aarde

**METHOD STATEMENT 009 – INCIDENT, INJURY, HAZARD
REPORTING AND INVESTIGATION**

**(TO BE READ IN CONJUNCTION WITH THE EMERGENCY
EVACUATION PLAN)**

BASELINE CIVIL CONTRACTORS (PTY) LTD SUBMISSION FOR ACCEPTANCE				
	Name	Designation	Date	Signature
Prepared	Christoff Els	Site Agent	27/10/2021	
Approved	Thomas Moolman	Contracts Manager	28/10/2021	
Submitted	Christoff Els	Site Agent	29/10/2021	

ENGINEERS APPROVAL				
	Name	Designation	Date	Signature
Engineers Acceptance	G. LAUNDER	SUPERVISOR	02/11/2021	 ACCEPTED
Environmental Acceptance				

WHAT work is to be undertaken?

Investigating and reporting on any incidents, injuries or hazards identified on site. **To be read in conjunction with the Emergency Evacuation Plan (Document number: SHEC 3.3, File Name: 214/11-MS-010-Incident and Emergency procedure).**

WHERE are the works to be undertaken?

Hemel en Aarde (Hermanus) and Caledon

WHEN are the works to start, what is the anticipated finish date?

September 2021 - December 2022

HOW are the works to be undertaken?

Resources

Labour

- Appointed Incident/Accident investigator;
- Appointed first aider;
- Site Management;
- Supervisor;
- Traffic accommodation staff;
- Medical emergency staff.

Plant and equipment

- Medical services;
- Vehicles used for transporting the injured.

Material

- Firefighting equipment;
- Adequate warning signage on site;
- First Aid kit;
- PPE;
- Required registers (Roll Call, Incident register, First Aid Application Register)
- Emergency procedure (Emergency contact list, Emergency evacuation plan)

Method description

1. The works

1.1. This MS applies to work-related:

- 1.1.1. Incidents
- 1.1.2. Near misses (dangerous occurrences)
- 1.1.3. Health and safety hazards
- 1.1.4. Injuries or illnesses
- 1.1.5. Health and safety system failures
- 1.1.6. Property loss or damage

1.2. It describes Baseline's arrangements for:

- 1.2.1. Recording and classifying occupational health and safety-related hazards and incidents, including work-related injuries or illnesses.
- 1.2.2. Assessing and where necessary investigating reported incidents to determine the root causes.
- 1.2.3. Identifying hazards, undertaking risk assessments, controlling risks.
- 1.2.4. monitoring planned corrective actions to prevent or reduce the risk of reoccurrence of reported incidents.

1.3. Incident response

Anyone involved or on the scene of an incident must immediately respond with these actions:

- 1.3.1. In cases where a public person or an employee are unconscious or fatality injured, do not disturb the scene and report the accident to site management immediately.
- 1.3.2. Protect your health and safety.
- 1.3.3. Protect the health and safety of others.
- 1.3.4. If necessary, call for a first aider.
- 1.3.5. If necessary, call emergency services.
- 1.3.6. If applicable, take essential action to make the site safe or to prevent a further incident.
- 1.3.7. After injured persons have been assisted, those involved must isolate the incident site.
- 1.3.8. The site must not be disturbed further until it is confirmed that the incident does not require notification to a regulatory authority or until an inspector has authorised the disturbance.
- 1.3.9. On confirmation that the site can be disturbed, work may start on site restoration, repair work and arrangements to make the site safe.
- 1.3.10. A health and safety representative may inspect the workplace immediately following an incident occurring.

1.4. Incident reporting

- 1.4.1. Employees, subcontractors and others must report any H&S incident or hazard to their manager / supervisor or the manager / supervisor of the work area and the Supervisor before the end of the working shift or within 24 hours of becoming aware of the incident, injury or illness
- 1.4.2. High consequence incidents should be reported immediately
- 1.4.3. The H&S Officer must maintain a register of all incidents on site and must complete an incident report for any H&S incident that occurred on site.
- 1.4.4. Incident reports should be submitted to the manager / supervisor, except where there is valid reason (for example, if the manager / supervisor is absent or subject to an allegation within the report) where there is a valid reason for directing an incident report to a recipient other than the manager / supervisor, the reporter should seek advice from their H&S Officer to establish an appropriate recipient
- 1.4.5. On receiving the incident report, the manager/supervisor should identify and implement:
 - 1.4.5.1. immediate actions to assist any persons injured during the incident
 - 1.4.5.2. immediate and planned actions to prevent reoccurrence of the incident
 - 1.4.5.3. due date for completion of planned corrective actions
- 1.4.6. FEM documentation should be completed and ID copy of employee any Letter of good standing should be taken with the injured employee to the relevant Occupational Health practitioner
- 1.4.7. Records should be copied and sent to Shareleen or Zelda at Head office.
- 1.4.8. Evidence should be gathered in the form of photos (take as many as possible of all elements on scene), statements by witnesses, registration numbers, contact numbers and where applicable drawings to indicate the cause of the injury
- 1.4.9. If video evidence is available request copy
- 1.4.10. Competency documentation should be made available for formal investigation (licenses, certificates and other training records)

- 1.4.11. Inform client of serious IOD incidents / accidents
- 1.4.12. Incident investigator should be notified on incident / accident and informed of the situation
- 1.4.13. Public accidents to be completed on the insurance documentation and forwarded to H/O
- 1.4.14. A full incident investigation will be done and employees trained on shortfalls
- 1.4.15. Incidents will be reported to inspector, as per regulation requirement OSH act section 23
- 1.4.16. Employees who do not report a work-related injury or illness within 48 hours of becoming aware of it may risk any entitlement they make for a worker's compensation claim

1.5. Corrective actions

- 1.5.1. The manager / supervisor and H&S Officer must ensure that appropriate corrective actions are implemented or that appropriate corrective actions are escalated to a person responsible for their implementation.
- 1.5.2. Where applicable, the investigation team will recommend corrective actions to eliminate or reduce the risk of a similar incident occurring, so far as is reasonably practicable
- 1.5.3. When implementing corrective actions, the manager / supervisor must ensure that all personnel and subcontractors and other staff affected are consulted.
- 1.5.4. The manager / supervisor must monitor progress on implementing corrective actions and record when implementation is finalised.
- 1.5.5. There must be, as far as reasonable and practical, be completion dates for all the corrective actions.
- 1.5.6. All corrective action plans need to be proactively actioned and signed off by the client Supervision on site (as per client request)

2. Health and safety on site

- 2.1. All employees will be inducted prior to site access.
- 2.2. PPE will be provided to ensure that harmful contact with any products and materials does not occur.
- 2.3. Provision of adequate fire-fighting equipment and training.
- 2.4. Provision of adequate medical aid boxes and trained first aiders on site.
- 2.5. Risk assessments will be used to train site personnel on all the risks within their working environment.
- 2.6. Machine operators will be medically tested and deemed fit.
- 2.7. Employees will attend annual medical evaluation by an occupational health practitioner to evaluate their health.
- 2.8. All machine operators will be licensed, competent and appointed / authorized in writing.
- 2.9. Daily, weekly and monthly monitoring, reviewing and reporting will be done on site.
- 2.10. Emergency control numbers and procedures will be readily available on site at all times.
- 2.11. All the required warning and safety signage will be in place.
- 2.12. All incidents and accidents will be reported immediately to site Supervision and H&S Officer.

3. Environmental

- 3.1. All employees will be inducted prior to site access.
- 3.2. All areas used for storing of hazardous products and materials will be pre-approved by the client and Supervision on site.
- 3.3. All areas will be demarcated and where this hazardous materials is present there will be a bund area constructed and ground coverage will be placed to reduce the risk of natural ground exposure.
- 3.4. Storage facilities will be within a safe distance from water sources and plantation.
- 3.5. Signage will be placed at no-go areas.
- 3.6. All works will be monitored and minimum environmental disturbance will be enforced.
- 3.7. All incidents and accidents will be reported immediately to site Management, DEO and ECO, GNEC.

Emergency Contact details

DESIGNATION	RESPONSIBLE PERSON(S)	CONTACT DETAILS
Contracts Manager	Thomas Moolman	082 496 6543
Site Agent	Christoff Els	084 290 6527
Safety Manager	Shareleen Jv Vuuren	072 322 6697
SHE Officer	Collin Brunsdon	073 047 5313
	Gift Qalinge	082 902 2086
Emergency controllers	Divan Pretorius	072 398 7819 / 072 646 4356
	Ruben Saayman	082 313 8028
	Collin Brunsdon	073 047 5313
First Aiders	Gift Qalinge	082 902 2086
	Collin Brunsdon	073 047 5313
Fire fighter	Gift Qalinge	082 902 2086
	Collin Brunsdon	073 047 5313
Site General Foreman(s)	Divan Pretorius	072 398 7819 / 072 646 4356
	Nico Mostert	079 552 9176
Medical support	National Emergency Ambulance	10177
	E.M.S Ambulance Services (Provincial) - Hermanus	028 312 3219
	E.M.R (Emergency Medical Rescue) Ambulance - Hermanus	076 585 0899
	C.M.C (Critical Medical Care) Ambulance - Hermanus	066 222 7219
	E.R 24 Ambulance - Hermanus	028 313 0911
	Hermanus Provincial Hospital	082 312 1166
	Mediclinic Hermanus	028 313 0168
	Caledon Ambulance Service	028 212 9111
	Caledon Hospital	028 212 1072
Police	Hermanus Police Station	028 313 5300
	Caledon Police Station	028 214 3900
Fire & Rescue	Hermanus Fire Brigade	028 313 8980

Emergency Evacuation Plan

