# AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

# QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

## MEASUREMENT & MONITORING PROCEDURE

| | NAME | SIGNATURE | DATE |
|---|---|---|---|
| **PREPARED BY** | **SARATH P** |  | **01/05/2025** |
| **APPROVED BY** | **AMRITH SATHISH** |  | **01/05/2025** |

## 1. REVISION AND APPROVAL

| Rev. | Date | Nature of Changes | Approved By |
|---|---|---|---|
| 00 | 1 May 2025 | Original issue. | MANAGING DIRECTOR |
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CONTROLLED DOCUMENT

## 1. PURPOSE:

The purpose of this Chapter is to establish, implement and maintain a process for the HSE monitoring and reporting requirements of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

## 2. SCOPE:

This Chapter applies to all HSE activities of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in conformance to its HSEMS based on the requirements of ISO 14001:2015 & ISO 45001:2018.

## 3. APPLICATION:

This Chapter applies to the whole organization of the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in which the HSEMS is implemented and monitored.

## 4. DEFINITIONS:

**4.1 Organization –** company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration i.e., AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

**4.2 OH&S –** refers to Occupational Health & Safety.

**4.3 ISO –** refers to International Standardization for Organizations.

**4.4 OHSAS STANDARD DEFINITIONS:**

**Lost Time Injury (LTI):**

A lost time injury is any work–related injury that causes the employee's absence from scheduled work for one day (or shift) or more excluding the day of injury.

**Work Loss Day:**

When an employee missed one full day or more of a scheduled work due to work related injury;

**Note:** If LTI occurs during a project, the project Safe Man-hours will become zero after LTI and will again start from there on.

**Restricted Work Injury (RWI):**

When as a result of a work-related injury, health care professional keeps, or recommends keeping an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

**Medical Treatment (MT):**

Significant work-related injuries beyond first aid that are diagnosed and / or treated by a physician or other licensed health care professional. These include any work-related case involving a fracture or cracked bone, or a punctured eardrum etc.

Additional criteria that can result in medical treatment case include:

- Any needle-stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.
- Any case requiring an employee to be medically removed under the requirements of an OHSAS standard.

**OHSAS Recordable Cases**

LTI, RWI and MT are considered as OHSAS record able cases.

**First Aid (FA):**

**First aid means the following treatments for work-related injuries and illnesses.**

- Visit(s) to a health care provider limited to observation.
- Diagnostic procedures, including the use of prescription medications solely for diagnostic purposes (e.g. eye drops to dilate pupils).
- Use of nonprescription medications, including antiseptics.
- Simple administration of oxygen.
- Administration of tetanus or diphtheria shot(s) or booster(s).
- Cleaning, flushing or soaking wounds on skin surface.
- Use of wound coverings such as bandages, gauze pads, etc.
- Use of any hot/cold therapy (e.g. compresses, soaking, whirlpools, non-prescription skin creams/lotions for local relief, etc.) except for musculoskeletal disorders Use of any totally non-rigid, non-immobilizing means of support (e.g. elastic bandages).
- Use of eye patches.
- Removal of foreign bodies not embedded in the eye if only irrigation or removal with a cotton swab is required.
- Removal of splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means Health care provider is a person operating within the scope of his or her license, registration or certification in health care.

First Aid cases must be reported and analyzed to suggest corrective actions in order to avoid major injuries.

**Near miss (NM):**

A near Miss is a potential hazard or incident that has not resulted in any personal injury. Modern way of HSE management is to encourage reporting of near misses. These must be reported and analyzed to reach to the root cause to avoid recurrence. Note that casual attitude in handling the near miss cases may lead to serious incidents.

**Incident:**

This includes fire, property loss, environment impact, and community related incidents that are not covered in incident reporting otherwise.

**OHSAS STANDARD FORMULA**

**Incident Rate/ Frequency Rate** are the number of injuries and/or illnesses per 100 full-time workers in one year and calculated as:

$$\frac{N \times 200{,}000}{EH}$$

- N = number of injuries and/or illnesses
- EH = total hours worked by all employees during the calendar year
- 200,000 = For 100 full-time equivalent workers working 40 hours per week and 50 weeks per year

**Severity rate** is the total lost workdays due to injury or illnesses per 100 full-time workers per year and calculated as:

$$\frac{L \times 200{,}000}{EH}$$

- L = number of lost work days due to injuries or illnesses
- EH = total hours worked by all employees during the calendar year
- 200,000 = For 100 full-time equivalent workers working 40 hours per week and 50 weeks per year

## 5. PROCEDURE:

### 5.1 Developing HSE Monitoring Program:

**a)** The MANAGING DIRECTOR shall develop the monitoring of HSE and of this manual, as implemented by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. This shall include the monitoring of:

- HSE Policy;
- Achievement of the HSE objectives and targets;

- Implementation of the HSE management programs;
- Compliance to HSE standard operating procedures.

**b)** An HSE monitoring and reporting plan shall be develop, which outlines the key objectives, targets and performance indicators to be monitored and reported. A "List of Targets & Objectives" shall be prepared and maintained by the HSE Management Representative, which the HSE Management Committee has agreed to measure and report.

**c)** The HSE Management Representative shall use the agreed Key Performance Indicator (KPI) stated in the OTP to measure and report against the target set.

### 5.2 Implementation of HSE Monitoring Program

**a)** The MANAGING DIRECTOR shall regularly monitor the implementation of the HSE Management System of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. This shall be carried out through formal audits, inspections and management reviews.

**b)** The Management Representative shall ensure that adequate resources are provided for the effective implementation of audits, inspections and reviews. In addition, he shall ensure that resources are committed to collating, evaluating, analyzing and reporting HSE performance.

### 5.3 Reporting of HSE Performance

**a)** The MANAGING DIRECTOR shall develop an HSE performance report format duly approved by the HSE Management Committee. The "HSE Performance Report" shall contain performance data covering the minimum reporting requirements as outlined in the 'Objectives, Targets & Programs' (OTP).

**b)** The HSE Performance Report shall be submitted to the organization's Top Management and to the HSE Management Committee on a quarterly basis.

### 5.4 Hazard/Near Miss Reporting & Investigation

**a)** The HSE Management Representative shall develop an OH&S hazard identification and risk assessment form, including a procedure, and shall ensure that systematic and routine onsite/workplace hazard assessments are carried out in all of the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s buildings, offices and facilities, at least on an annual basis; or as deemed necessary.

**b)** The HSE Management Representative shall ensure that a standard onsite hazard assessment form is used in hazards identification. Also, he shall ensure that the completed onsite hazard assessment form

and associated control measures are documented – 'Risk Management' of this HSE Manual, and followed up accordingly.

**c)** The MANAGING DIRECTOR shall ensure that all hazards and near-misses are reported and if deemed necessary, investigated in accordance with provided in procedures and forms.

**d)** All results of Near-Miss Reports & Investigations shall be documented in – Risk Management Register, which shall be followed-up and close out accordingly.

**e)** The HSE Management Representative is responsible for reporting all near-misses and investigation results to the Top Management and to the HSE Management Committee on a quarterly basis. The results shall form part of the organization's HSE Performance Report.

### 5.5 Incident Reporting & Investigation Procedure

**a)** The HSE Management Representative and/or the HSE Officer shall ensure that all OH&S incidents are reported and if deemed necessary, investigated.

**b)** The HSE Management Representative and/or the HSE Officer shall ensure that 'Incident Report & Investigation Form' is used and fully accomplished for all reported incidents and that these are documented in the HSE Records– 'Risk Management' of the HSE Manual, and are followed-up accordingly.

**c)** The MANAGING DIRECTOR is responsible for reporting all incidents and investigation results to the Top Management and to the HSE Management Committee on a quarterly basis. The results shall form part of the organization's HSE Performance Report.

## 6. RESPONSIBILITIES:

**6.1 MANAGING DIRECTOR –** responsible for ensuring that the HSE implementation of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is properly monitored and reported

**6.2 HSE Management Representative –** responsible for developing and coordinating the HSE monitoring and reporting framework; and for reporting to the Top Management, HSE Management Committee.

## 7. RECORDS / DOCUMENTS:

HSE Monthly Performance Report IMS-MM-F01

| AMETECS | HSE MONTHLY PERFORMANCE REPORT | Effective Date: 1 May 2025 | |
|---|---|---|---|
| | | Document Code: IMS-MM-F01 | |
| | | Rev. No.**00** | Ref #: |

| Year | | Report No. | |
|---|---|---|---|
| Month | | | |

**1.Reactive indicators**

| | Previous Month/s | This Month | Total |
|---|---|---|---|
| **Recordable Cases** | | | |
| Fatalities | | | |
| Lost Time Injuries (LTI) | | | |
| Restricted Work Cases (RWC) | | | |
| Medical Treatment Injury Cases (MTIC) | | | |
| Occupational illnesses | | | |
| **Others** | | | |
| First Aid Cases (FAC) | | | |
| Asset damage | | | |
| Road Traffic Accident (RTA) | | | |
| Near Misses | | | |
| Environmental Incidents | | | |

**2. Proactive indicators**

| Attendees | This month | | Year to date | | Project inception | |
|---|---|---|---|---|---|---|
| | No. | Man hours | No. | Man hours | No. | Man hours |
| Site Induction | | | | | | |
| HSE Training | | | | | | |
| Toolbox Talks | | | | | | |
| **Others** | | | | | | |
| Site Inspections | | | | | | |
| Safety Walkthroughs | | | | | | |
| HSE Meetings | | | | | | |
| Incentive Awards | | | | | | |
| Emergency Drills | | | | | | |
| Audits | | | | | | |
| | | | | | | |

**3. Statistics**

| | Previous Month/s | This Month | Total |
|---|---|---|---|
| Total Man Hours Worked | | | |
| Total LTI | | | |
| Total Safe Man Hours | | | |
| Recordable Incident Frequency Rate (RIFR*) | | | |

**RIFR = Total recordable cases x 200,000 / Man-hours worked*

*RIFR = Recordable Injury Frequency Rate*

| 8. HSE MANAGERS COMMENTS |
|---|
| **Major issues** |
| **Achievements / Milestones** |

Prepared By:

Approved By

# AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

# QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

## INCIDENT INVESTIGATION PROCEDURE

| | NAME | SIGNATURE | DATE |
|---|---|---|---|
| **PREPARED BY** | **SARATH P** |  | **01/05/2025** |
| **APPROVED BY** | **AMRITH SATHISH** |  | **01/05/2025** |

## 1. REVISION AND APPROVAL

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|---|---|---|---|
| 00 | 1 May 2025 | Original issue | MANAGING DIRECTOR |
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CONTROLLED DOCUMENT

## 1. PURPOSE

To establish a procedure for recording, investigating and analyzing work-related incidents at AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

## 2. SCOPE

This procedure is applicable to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. activities at the site and also at the head office.

## 2. DEFINITIONS

**Incident**

Work related event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could have occurred.

**Accident**

An incident which has resulted in injury, ill health or fatality

**Near miss, near hit, close call, dangerous occurrence**

An incident where no injury, ill health or fatality occurred but it had the potential to cause injury/damage.

**ILL Health**

Identifiable, adverse physical or mental condition arising from made worse by a work activity and/or work-related situation.

## 3. RESPONSIBILITY AND ACCOUNTABILITY:

**QHSE Management Representative (MR) is responsible for:**

• Ensuring that work-related incidents are recorded investigated and analyzed in line with the organization's incident investigation procedure and that necessary corrective and preventive actions are taken and effectively implemented.

**Section Heads are responsible:**

• For acknowledging and reviewing incident reports relating to matters under their management and control, ensuring that a sufficient investigation was conducted, and are accountable for identifying and implementing corrective and preventive actions.
• For reviewing incidents in consultation with affected employees to determine suitable corrective and preventive actions.
• For informing the MANAGING DIRECTOR and MR immediately after a major accident or significant dangerous occurrence has transpired.
• For intervening in situations where there is an immediate hazard of continuing risk to the health and safety of persons within their area of management and control. This may involve stopping certain work activities or isolating an area until appropriate controls are implemented.

**Operation Manager is responsible:**

• For reviewing all incident reports and analyzing them in order to properly advise the MR and MANAGING DIRECTOR in identifying corrective and preventive actions and the necessary resources to effectively implement such actions.
• For monitoring all operations, activities and worksites to ensure that incidents are recorded, analyzed and investigated.
• For conducting incident investigations and interviews with witnesses or any other affected person and, if possible, with the victim(s).
• For recording accident and near miss investigation data in the incident report.
• For rising a Non-Conformance Report for identified deviations to procedure and processes (including method statements and work instructions) that led to the occurrence of the incident & accountable for submitting results of the investigation to the MANAGING DIRECTOR and MR.
• For maintaining incident reports, reviewing corrective and preventive actions and undertaking further investigations if required.
Employees are responsible and accountable for reporting accidents and near misses to their immediate superior or to the QHSE MR as soon as possible.

## 4. PROCEDURE

### 4.1 Incident Scene Preservation

The scene of the incident must not be disturbed until a full investigation has been concluded, except when the scene must be disturbed or made safe for the purpose of protecting the health and safety of a person, aiding an injured person involved in an incident, taking action to make the site safe or to prevent a further occurrence of an incident.

### 4.2 Incident Investigation and Documentation

When an incident has been reported, an investigation must be carried out within 24 hours of the event by the Safety Engineer.

All events leading up to the incident shall be reviewed. The investigation shall:
• Identify causes or contributing factors including design, environmental, behavior or management factors.
• Identify problem areas or particular hazards.
• Recommended corrective actions.
• Provide information that can be used to formulate preventive actions.
• Provide information that can be used to analyses the need for training programs.

All investigations must be documented and maintained. Identified corrective actions and opportunities for preventive actions shall be documented and assessed prior to implementation.

### 4.3 Investigation Process

An immediate inspection of the Site/scene should be conducted. Inspection should provide an objective assessment of the severity of the incident.

Establishment of the events leading up to the incident, this may include:

• What was the system of work being carried out?
• What were the instructions given for the work?
• Were there any variations for the instructions of safe work system?
• What where the workplace conditions such as lighting, floor surface, and stair treads, warning signs and weather conditions if the incident occurred outside?

• What was the exact location of the incident?
• What type of transport or equipment was used?

**Facts of the incident itself**

• The state of the systems and the actions that occurred at the moment of the incident.
• Who were the persons directly involved and those involved at a distance, if any?
• What tools, equipment, material and fixtures were directly concerned?
• Time of the incident.

**Relevant facts of what occurred immediately after the incident.**

• The injury or damage directly resulting from the incident.
• The events leading to consequential injury or damage.
• The persons involved, including those rendering first aid.
• Any problems in dealing with the injuries or damage.

**5. RECORDS**

| | |
|---|---|
| Incident Investigation Report | IMS-II-F01 |

| AMETECS | **ACCIDENT / INCIDENT REPORT** | Effective Date: 1 May 2025 | |
|---|---|---|---|
| | | Document Code: IMS-II-F01 | |
| | | Rev. No.00 | Ref #: |

☐ Accident ☐ Incident ☐ Near-miss

IDENTIFYING INFORMATION

| | | | |
|---|---|---|---|
| REPORT DATE | | | |
| DATE OF INCIDENT | | LOCATION OF INCIDENT | |
| **INJURY OR ILLNESS** | | **PROPERTY DAMAGE** | **OTHER ACTUAL/POTENTIAL LOSS** |
| INJURED'S NAME | | PROPERTY DAMAGE | TYPE |
| INJURED PART OF BODY | DAYS LOST | NATURE OF DAMAGE | COST |
| NATURE OF INJURY OR ILLNESS | | ACTUAL PROPERTY DAMAGE | NATURE OF LOSS |
| OBJECT/EQUIPMENT/SUBSTANCE INFLICTING HARM | | OBJECT/EQUIPMENT/SUBSTANCE INFLICTING DAMAGE | OBJECT / EQUIPMENT/ SUBSTANCE RELATED |
| OCCUPATION | EXPERIENCE | RESPONSIBLE PERSON | RESPONSIBLE PERSON |

DESCRIBE HOW THE EVENT OCCURRED:

**CODING OF IMMEDIATE CAUSES: CHECK ALL APPLICABLE**

**SUBSTANDARD ACTIONS**

**SUBSTANDARD CONDITIONS**

- ☐ 1. Operating equipment w/o authority
- ☐ 2. Failure to warn
- ☐ 3. Failure to secure
- ☐ 4. Operating at improper speed
- ☐ 5. Making safety devices inoperable
- ☐ 6. Removing safety devices
- ☐ 7. Using defective devices
- ☐ 8. Using equipment improperly
- ☐ 9. Failing to PPE improperly
- ☐ 10. Improper loading
- ☐ 11. Improper placement
- ☐ 12. Improper lifting
- ☐ 13. Improper position for task
- ☐ 14. Servicing equipment in operation
- ☐ 15. Horseplay
- ☐ 16. Under influence of alcohol and/or drugs

Others _____

- ☐ 1. Inadequate guards or barriers
- ☐ 2. Inadequate or improper protective
- ☐ 3. Defective tools, equipment or
- ☐ 4.Congestion or restricted action
- ☐ 5. Inadequate warning system
- ☐ 6.Fire and explosion hazards
- ☐ 7. Poor housekeeping; disorder
- ☐ 8. Hazardous environmental

gases, dusts, smokes, fumes,

- ☐ 9. Noise exposures
- ☐10. Radiation exposures
- ☐11. High or low temperature exposures
- ☐12. Inadequate or excess illumination
- ☐13. Inadequate ventilation

**BASIC CAUSE**

JOB FACTORS

- ☐ 1. Inad. Leadership/supervision
- ☐ 2. Inad. Engineering

PERSONAL FACTORS

- ☐1. Inadequate Capability
- ☐ 2. Lack of knowledge

| | |
|---|---|
| ☐ 3. Inad. Purchasing<br>☐ 4. Inad. Maintenance<br>☐ 5. Inad. Tools/Equipment<br>☐ 6. Wear and Tear | ☐ 3. Lack of Skill<br>☐ 4. Stress<br>☐ 5. Improper Motivation |

**CORRECTIVE ACTION**

Implementation Date:

**FOLLOW-UP/REVIEW OF EFFECTIVENESS**

Follow-up Date:

| | Name | Designation | Signature | Date |
|---|---|---|---|---|
| Prepared By | | | | |
| Approved By | | | | |