ELEMENT ENGINEERING LABORATORY

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

INCIDENT INVESTIGATION PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	M. RAMEEZ		
APPROVED BY	SALMA SOHAIL		

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1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	05 Aug 2025	Original issue.	AUTHORIZED OFFICER

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1. PURPOSE

To establish a procedure for recording, investigating and analyzing work-related incidents at ELEMENT ENGINEERING LABORATORY.

2. SCOPE

This procedure is applicable to ELEMENT ENGINEERING LABORATORY. 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 AUTHORIZED OFFICER 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

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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 AUTHORIZED OFFICER 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 AUTHORIZED OFFICER 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:

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• 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

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	ACCIDENT / INCIDENT REPORT	Effective Date:05 Aug 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:

No incidents reported

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CODING OF IMMEDIATE CAUSES: CHECK ALL APPLICABLE

SUBSTANDARD ACTIONS

- ☐ 1. Operating equipment w/o authority
- ☐ 2. Failure to warn equipment
- ☐ 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 _____

SUBSTANDARD CONDITIONS

- ☐ 1. Inadequate guards or barriers
- ☑ 2. Inadequate or improper protective
- ☐ 3. Defective tools, equipment or materials
- ☐ 4.Congestion or restricted action
- ☐ 5. Inadequate warning system
- ☐ 6. Fire and explosion hazards
- ☐ 7. Poor housekeeping; disorder
- ☐ 8. Hazardous environmental conditions: gases, dusts, smokes, fumes, vapors
- ☐ 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
- ☐ 3. Inad. Purchasing
- ☐ 4. Inad. Maintenance
- ☐ 5. Inad. Tools/Equipment
- ☐ 6. Wear and Tear

PERSONAL FACTORS

- ☐1. Inadequate Capability
- ☐ 2. Lack of knowledge
- ☐ 3. Lack of Skill
- ☐ 4. Stress
- ☐ 5. Improper Motivation

CORRECTIVE ACTION

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Implementation Date:

FOLLOW-UP/REVIEW OF EFFECTIVENESS

Follow-up Date:

	Name	Designation	Signature	Date
Prepared By				
Approved By				

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