1. **Purpose**

This procedure provides a systematic approach to report the incidents, analyse the root causes and implement control measures to avoid reoccurrence. Furthermore investigation of specific incidents is included as well.

1. **Scope**

This procedure is applicable to the all departments and sections of Bin Rasheed Colors and Chemicals (BRCC) & Pakistan coating chemicals.

**Responsibility**

* 1. Section In charge / HODs are responsible for;

1. Immediately reporting such incident(s) to the Compliance team
2. Preserve the incident scene
3. Taking corrective actions
   1. IMS team member appointed by compliance team is responsible for;
4. Investigating the incidents
5. Initiating appropriate corrective and preventive actions
   1. Employees are responsible for;
6. Reporting all workplace hazards, incidents and near misses *immediately but not later than* 24 hours to HOD/Compliance team
7. Co-operating with incident investigations
8. Implementing risk controls and reporting back on the suitability of these in reducing risk
9. Following safe work procedures and instructions
10. **Procedure**
    1. **Incident Reporting**

*The incident reporting system is designed at no name no blame basis to get correct information.* Whenever any health, safety and environmental incident occurs, it is immediately reported to Compliance team by the supervisor/in-charge or manager of department.

* 1. **Incident Site Preservation**

In-charge/Manager of the section/department will preserve the incident site so that adequate evidence can be collected for further investigation.

Section in-charge provides all the necessary information to concerned investigation team member to conduct the investigation and finding the root cause of the incident.

* 1. **Incident Investigation**

*Investigation team will gather the evidences and recommend corrective actions. At the end of every month, all the reported incidents will be reviewed in safety committee and corrective actions will be* circulated by compliance team after GM approval.

5 W’s technique may be used to find the cause(s). The causes can be classified in two categories, one the immediate causes which forced the incident to happen and others are the underlying or root causes which created the immediate causes.

* 1. **Communication of Results**

Results of investigation process are communicated to concerned responsible persons as well as throughout the organization to ensure recommended actions are completed and remaining people for awareness, to avoid reoccurrence of such incidents.

1. **Associated Documented Information**
   1. Incident Reporting Sheet
   2. Incident Investigation Report

**Amendment History Record**

| **Revision Number** | **Section** | **Amended Text** |
| --- | --- | --- |
| 1 | All | IMS team instead of ~~QHSE team~~  Incident reporting and reviewing process detail added. |