

Appendix F-1: Responsibilities Incident Notification

No.	Role/Responsibility of	Actioned
All Employees		
1	Assess the situation	
2	If the subsequent work due to the event interrupts routine work and requires additional resources, the event shall be notified as an incident	
3	Inform your line manager by telephone or in person	
4	Check Health and Safety issues	
Contractor's Supervisor		
1	Assess the situation	
2	Review the situation especially for a potential incident as the first point of contact	
3	Be proactive in dealing with the incident	
4	Inform your line manager by telephone or in person	
5	Check Health and Safety issues	
6	Complete Notification form (NOT 1) and send it to the DMAT / Consultant the next working day if it is a level 4 incident and if the incident happens out of office hours	
Contractor's Management Team		
1	Note and assess the information received about the incident or potential incident	
2	Inform the Contractor's Contract Manager by telephone or in person if not informed before	
3	Regardless of the level of the incident, the incident shall be recorded on Notification form.	
4	Send Notification form by fax to the DMAT / Consultant, even though the information has been passed on by telephone	
5	Check that if the Notification form has been sent by the Supervisor on the next working day if the incident occurred out with office hour and is a level 4 incident, the	
6	Re-send completed Notification form stating when the incident has terminated	
7	If the original notification came from the DMAT / Consultant, the Contractor will send the Notification form to terminate the incident	
Contractor's Contract Manager		
1	Ensure that all employees follow the procedures	
2	Monitor that the Notification forms are being sent	
3	Analyze the locations and types of incidents to check for patterns	
DMAT / Consultant Supervising Team		
1	If the event has not been notified by the Contractor, the member of the DMAT / Consultant team who identified the incident will notify their line manager	
2	The line manager will inform their Manager and also the Contractor's Contract Manager by telephone	
3	The DMAT / Consultant line manager will send Notification form to the Contractor by fax even though the information has been passed on by telephone	
4	A copy of the completed form will be retained for record purposes	
DMAT / Consultant Contract Manager		
1	Ensure that all employees follow the procedures	
2	Inform the Area Manager if the level of the incident warrants it	
3	Monitor that the Notification forms are being sent	
4	Analyze the locations and types of incidents to check for patterns	

Note: All external notification, third party or public, will go through the AD Municipality Call Center