



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
SAFETY DEPARTMENT MANUAL**



Issue No. 01	Rev. No: 00	Effective Date: 01.11.2010	WI-04(PI-14; AM-7)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR REPORTING AND INVESTIGATION OF INCIDENT			

1.0 PURPOSE:

- for arranging suitable and effective treatment for the injured.
- for avoiding such/similar re-occurrence by investigating / suggesting and implementing suitable remedial measures.
- For statutory compliance like reporting to Inspectorate, arranging for compensation etc.

2.0 SCOPE:

Total plant of Dalmia Bharat Cement, Ariyalur

3.0 RESPONSIBILITY:

HODs - reporting of Incident
Section Head (Safety) - Investigation of Incident
Section Head (P&A) - Statutory compliance

4.0 DESCRIPTION:

Immediately after the occurrence of incident the concerned HOD / Section-in-charge will intimate the accident to Section Head (Safety)/Medical officer over phone. The injured will be given first aid by his co-workers / supervisor. On receipt of accident intimation the Security Officer will rush to the spot with ambulance to shift the victim/s to the OHS inside the plant. After giving First Aid, for further check up and treatment the victim will be taken to Golden Hospital, Ariyalur. As per the advice of Doctor, if specialized treatment is required, then the injured person will be shifted to well equipped hospital at Tiruchirapalli.

On receipt of any accident intimation, Section Head (Safety) will rush to the accident spot and carry out Spot Investigation and also monitor the condition of injured person and the treatment arranged to him.

The written Preliminary Incident Report in Format No. F-1/WI-4(PI-14; AM-7) will be sent to Section Head (Safety) by Section Head in the same shift if the incident takes place within General Shift time and the next day morning if it takes place beyond General Shift hours.



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Statements of injured and his co-workers /witness will be recorded if required. Once investigation is over, Incident Investigation Report will be sent to the concerned HOD in the Format No. F-1/WI-4(PI-14; AM-7).

Proposed corrective and preventive actions are reviewed through risk assessment process prior to implementation.

Incase of reportable accident, the section head will implement the recommendations and then forward the report to the unit head for remarks.

All statutory compliance regarding Incident is done by Section Head (P&A) and relevant records are maintained in Personnel Dept.

5.0 RECORDS:

Sl. No.	Description	Format number	Location	Retention period
1.	Preliminary Incident Report	F-1/WI-4(PI-14;AM-7)	Safety Dept.	3 Years
1.	Incident investigation Report	F-2/WI-4(PI-14;AM-7)	Safety Dept.	3 Years