

OCCUPATIONAL ACCIDENT INVESTIGATION AND REPORTING

WI: 0-Pr-011/ 0-WI-009

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Effective date: 1-Oct-12

1. PURPOSE.

To define the procedure for establishing a framework by identifying the duties, roles and responsibilities of the various workplaces in other that an effective accident/ incident investigation and reporting process is in place. The following objectives are met by conducting timely and effective accident investigations.

- Identifying underlying causes and potential hazard.
- Review existing controls, measures and procedures to ensure adequacy of systems which protect health and safety in the workplace.
- Recommend corrective action which can improve efficiency and reduce risk and prevention.
- Raise awareness of potential hazards in the workplace.

2. APPLICATION.

This procedure applies to all sections.

3. TERMS AND DEFINITION.**3.1 Interested party:**

An individual and group concerned with or affected by the performance of EMS.

3.2. Definition of occupational accident.

Occupational accident is an accident caused by dangerous, harmful actions in the course of employment which results in any part, function of worker's body or death in the working process related to work performance (during working time, preparing before or cleaning up after the working time).

Accident which happens to workers on their way to and from the workplace, and while satisfying their essential living needs referred in the Labor Code and company working rule (such as short break, meal, tidying menace up, having bath, feeding babies, going to toilet....) are regarded as occupational accidents.

4. REFERENCE.

- ISO 14001.
- Inter-ministerial circular No 03/1998/TTLT/BLDTBXH-BYT-TLDDVN dated Mar. 26, 1998.

5. CONTENT.**5.1 Classification and detail of occupational accident**

Occupational accidents are classified into 3 categories:

- Fatal occupational accidents: the victims die at the place where the accident occurs, die on the way to hospital, die while being given emergency first aid, die in the period of treatment, die because of recurrence of the injury caused by the occupational accidents.
- Critical occupational accidents: victims having at least one of the injuries referred to in 5.5 List of injuries caused by critical occupational accident.
- Uncritical occupational accidents: All other accidents beyond the above-mentioned categories.

Checked by: Lam Dao Duc

Date: 1-Oct-12

Approved by: Nguyen Thi Minh Tam

Date: : 1-Oct-12



Prepared by: Lam Dao Duc

Date: : 1-Oct-12

Prepared by: Nguyen Ngoc Phuong

Date: 17-Dec-07

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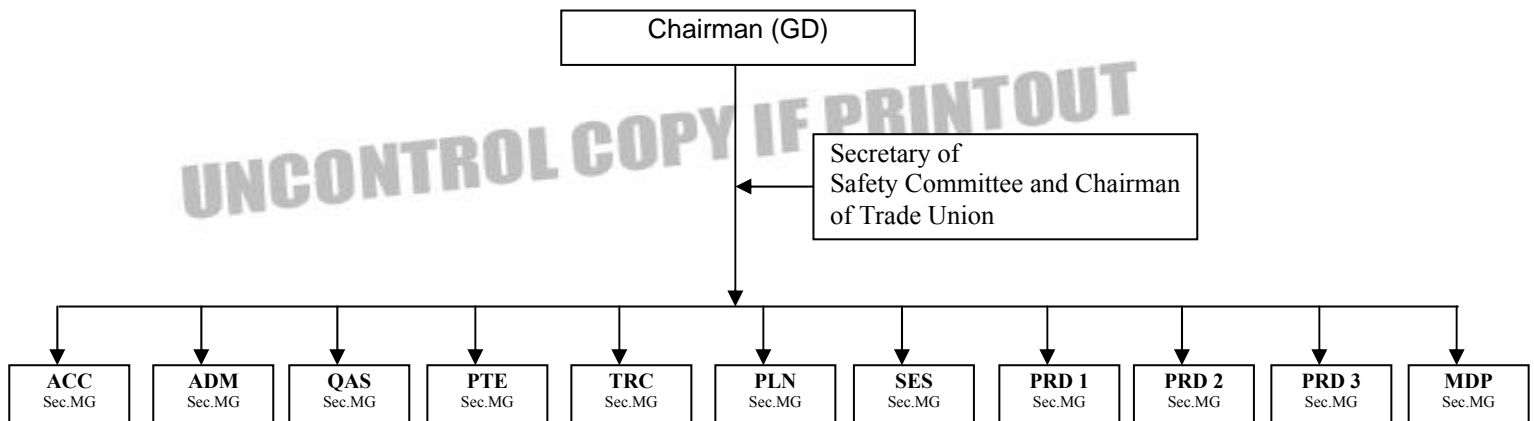
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Classification of accident/injury	Injury in workshop/ factory	Accident out of workshop/factory
1/ Labor accident	* Injury when working in workshop or assigned by company 1/ Loss time: case accident in item 5.5 go to hospital and taking leave 2/ Hospital case accident: case accident in item 5.5 go to hospital but not taking leave 3/ First aid: injury treat at first aid room or go to hospital but not include case accident in item 5.5 4/ Other case: accident happen when short break, meal, preparing before or cleaning up after the working time according to item 3.2 or un-employee of FOV	- Accident when going on the way from company to home and vice versa or assigned by company (labor traffic accident)
2/ Non – labor accident	Out of working time (or long break-time) and not assigned by company	- Not concern to work and out of workshop/factory (Non-labor traffic accident)

5.2 Organization



5.3 Safety checking for equipment/facility:

Participant for safety check including minimum 3 managers join.

- Machine (listed in item 7):
 - + Authority for approval of safety check pass: Manufacturing Division Manager.
- Tools (listed in item 7):
 - + Authority for approval of safety check pas: Manager in charge (user manager)

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5.3 Flow chart

Step	Responsible person								Description
	Victim's leader or any employee find out	Victim's Senior Leader or Engineer	Medical Practitioner	Victim's Manager	ADM	All Managers/BOM/ Secretariat of Safety Committee	Victim's Manager and all Managers/BOM/ Secretariat of Safety Committee	QMR	
1	Occupational accident								Note 1
2		Accident information							Victim's Senior Leader or Engineer has to confirm information and after that will inform to Medical Practitioner (if that is labor accident).
3			Accident information						When injury happen, Medical Practitioner must press emergency lamp.
4				Accident information	Accident information	Accident information			All managers/BOM/Secretariat of Safety Committee must first-aid room upon alarm signal. Medical Practitioner has responsible to inform injury information to all concerned person by verbal and by email.
5							Accident information		Victim's manager has responsible to hold meeting with all manager/ BOM/ Secretariat of Safety Committee to find out preventive. And after that will inform accident by megaphone to all person
6								Issue CAR	Only labour accident report is issued by ISO group and completed by victim's section through "CAR program" that follow procedure 9-Pr-005: Correcitve- Preventive Action

Note 1:

- Whenever Accident happen, Medical Practitioner has responsible to inform injury information to all Manager/ /Secretariat of Safety Committee /ADM / Dep.MG/ Div.MG or **GD (if occupational accident is critical)** by mobile phone
- After first aid finished Medical Practitioner has to inform injury information to all concerned person by e-mail

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5.4 Investigation on occupational accident and report to authority.

* All of fatal and critical accidents must be reported to Management Board of Vietnam – Singapore Industrial Park, Department of Labor, Invalid and Social affairs and Police Station as soon as possible Form 0-WI-009/ 0-Fo-003 (Notification of Occupational Accident).

* All of occupational accident must be reported to Management Board of Viet Nam – Singapore Industrial Park twice a year (before date 20 June every year with six months report and before date 10 Jan next year with end of the year report) (**appendix 2** of Circular No 23/LĐ.TBXH-TT dated 18/11/1996 of Social affairs and Police Station)

* All of occupational accident must be reported to Social affairs and Police Station twice a year (before date 10 July every year with six months report and before date 15 Jan next year with end of the year report) (**appendix 2 and 4**)

5.5 List of injuries caused by critical occupational accident**A. Head, face, neck**

1. Cerebral skull injury external or internal
2. Skull injury
3. Blood clot in skull
4. Broken skull
5. Peeled head skin
6. Oculogyration injury
7. Broken and battered membrane bone of the skull
8. Broken facial bone
9. Non bone facial part injury.
10. Injury at neck, infecting trachea, esophagus

B. Chest and belly

1. Chest wall injury that effects internal organs
2. Pressed Mid abdominal syndrome
3. Battered chest wall or seriously pressed chest wall
4. Broken coastal bones
5. Non boned abdominal injury
6. Injured and battered at belly effecting the internal organs
7. Holed and broken viscera in the abdominal hub
8. Collided, injured that effect the movement of backbone
9. Broken, diverted backbone
10. Broken flank bone
11. Injured backbone that effects the movement of body and feet

C. Arms

1. Injury of bone, nerve, vessel that effects the movement of arms
2. Injury of large non boned parts of arms
3. Injury at shoulder, arm, hand that dose harm to sinew
4. Battered, broken, grinned of scaffold bone, acromial bone, humeral bone, carpal bone, metacarpal bone, phalanx bone.
5. Diverted large bone joints.

D. Legs

1. Large injury and collision at leg that injure the nerve, vessel, bone and movement of legs
2. Almost injury of legs
3. Broken, batter of flank bone, femoral bone, phalanx bone

E. Burns

1. Burn of third class
2. Large burn of second, third class
3. Serious chemical burn of second, third class
4. Serious electrical burn
5. Chilled burn of third class
6. Large chilled burn of second, third class.

G. Seriously infected by the following substances

1. CO : fainted, unconscious, nutrioun disorder of skin, swollen lung diseases, confused status, tired, memory deficiency, disorder of circulating organs

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2. NO₂ : fully swollen lung disease, complication or not complication of bronchitis
 3. H₂S : strongly excited, status of excited nerve, unconscious
 4. CO₂ at high density: stop of breathing, difficult breathing, bleeding at nose, month and intestine, weakened, fainted.
 5. Infected by botanical protection chemicals.
 Other toxic chemicals under the temized list that shall be declared and registered.

6. Dangerous warning logo







	POISON/ CHẤT ĐỘC	<ul style="list-style-type: none"> - All chemical/ Tất cả các loại hoá chất - Area use chemical/ Khu vực sử dụng hoá chất
	EXPLOSION/ CHẤT DỄ NỔ	<ul style="list-style-type: none"> - Fire Extinguisher/ Bình chữa cháy - Gas system (Oxi, Hydro, Nito, R22, gas tank)/ Hệ thống ga
	HIGH VOLTAGE/ ĐIỆN ÁP CAO	<ul style="list-style-type: none"> - Transformer machine/ máy biến thế - Electric control Area/ Khu vực điều khiển điện - Electric control panel/ Hệ thống điều khiển điện
	DANGEROUS/ NGUY HIỂM	<ul style="list-style-type: none"> - Laser Area/ Khu vực laser - Air pressure machine/ Máy nén khí - RO water system/ Hệ thống lọc nước RO - Auto door/ Cửa tự động
	HAZARDOUS WASTE/ CHẤT THẢI NGUY HẠI	<ul style="list-style-type: none"> - Room use powder/ Phòng sử dụng phấn - Battery/ Pin - Accumulator/ Ắc quy - Pb/ Chì - Light/ Đèn huỳnh quang - Oil/ dầu - Paint/ Sơn - Acid - HFE
	FIRE/ CHẤT DỄ CHÁY	<ul style="list-style-type: none"> - Alcohol cabinet/ Tủ đựng cồn - Aceton/ Axeton
	HOT/ NHIỆT ĐỘ	<ul style="list-style-type: none"> - Heat machine/ Máy gia nhiệt - Champer /máy sấy - Oven/ lò sấy - Freezer / máy làm lạnh
 ATTENTION KHU VỰC CẦN BẢO VỆ CHỐNG TĨNH ĐIỆN ELECTROSTATIC SENSITIVE DEVICES Khu vực bảo vệ chống tĩnh điện	 ATTENTION KHU VỰC KHÔNG CẦN BẢO VỆ CHỐNG TĨNH ĐIỆN NON-ESD PROTECTION AREA Khu vực không cần bảo vệ chống tĩnh điện	<ul style="list-style-type: none"> - ESD Area /Khu vực thao tác có linh kiện vật tư nhạy cảm tĩnh điện

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 <p>Razor using area/ Khu vực sử dụng dao lam</p>	- Cảnh báo cho công đoạn sử dụng dao lam
 <p>Protection eye/ Đeo kính bảo vệ mắt</p>	- Khu vực có yêu cầu đeo kính bảo vệ mắt khi làm việc
 <p>Safety helmet/ Mũ bảo hộ</p>	- Khu vực có yêu cầu đeo mũ bảo hộ khi làm việc
 <p>Safety boot/ Giày bảo hộ</p>	- Khu vực có yêu cầu mang giày bảo hộ khi làm việc
 <p>Safety gloves/ Găng tay bảo hộ</p>	- Khu vực có yêu cầu mang găng tay bảo hộ khi làm việc
 <p>Safety overall/ Quần áo bảo hộ</p>	- Khu vực có yêu cầu mang quần áo bảo hộ khi làm việc

7. These equipment/ tool jig need safety checking

- + Printing laser machine/ Máy in laser
- + UV equipment/ Thiết bị chiếu UV
- + Compressed air equipment/ Thiết bị khí nén
- + Forklift truck/ Thiết bị nâng (Cơ khí hoặc điện)
- + Auto cleaning machine/ Máy rửa tự động
- + Auto machine/ Máy tự động
- + All heating or cutting equipment/ tool/ Tất tác các thiết bị/ tool jig gia nhiệt hoặc cắt
- + Gas system/ Hệ thống ga
- + Rotating machine/ Máy có bộ phận quay
- + Translational movement or horizontal movement machine/ Máy có bộ phận chuyển động tịnh tiến or ngang.

8. Record

All of occupational accident reports must be kept by safety engineers for 15 years.

Attachment

- 0-WI-009/0-Fo-001: Labor accident report
- 0-WI-009/0-Fo -002: Labor traffic accident report
- 0-WI-009/0-Fo -003: Notification of occupational accident
- 0-WI-009/0-CS-001: Checksheet safety patrol

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REVISION HISTORY FORM

Date	Person in charge	Version	Revised contents	Reason	Requester
17 Dec 07	Nguyen Ngoc Phuong	01	Established	New issue	Mrs.P. Van
26 Oct 09	Nguyen Ngoc Phuong	02	Change code number: 1/ EMR-Pr-005/ EMR-WI-001 2/ EMR-Fo-001: first aid 3/ EMR-Fo-004: traffic accident 4/ EMR-Fo-003 5/ cancel EMR-Fo-002	1/ 0-Pr-011/ 0-WI-009 2/ 0-Fo-001: First aid accident 3/ 0-Fo-002: Traffic accident 4/ 0-Fo-003: Notification of occupational accident 5/ Combine EMR-Fo-002 with 0-Fo-001 and 0-Fo-002	Mr. Dep
23 Nov 10	Nguyen Ngoc Phuong	03	Item 5.2	Update organization	Mr.Dep
25-July-11	Lam Dao Duc	04	5.3 Flow chart 6. Dangerous warning logo 8. Record	Accident report is issued and finished by "CAR program". Add logo Add list catalogue need to be warning Change Name of form 0-WI-009-0-Fo-001 and 0-WI-009-0-Fo-002.	Ms Tam
1-Nov-11	Lam Dao Duc	05	Add picture for ESD area	Customer request	Mr Minh – PRD3
2-Mar-12	Lam Dao Duc	06	1) List these equipment/tool need safety checking 2) Add picture in dangerous warning logo 3) Non-labour accident doesn't need cause analysis and corrective action	Review Document	Ms Tam
25-Apr-12	Lam Dao Duc	07	Add item 5.3. Safety checking for equipment /facility		Ms Tam
8-Aug-12	Lam Dao Duc	08	8. Record	Change name of form 0-WI-009-0-Fo-002 from Non labour- accident to Labour traffic accident	Ms Tam
1-Oct-12	Lam Dao Duc	09	6. Dangerous warning logo	Add picture razor using area	Mr Tuan