

Accident / Incident Reporting System

Incident investigation needed to be conducted within 15 days from the day of incident. Investigation team necessarily is Cross functional including expert(s) and same needed to be formed within two days. The team needs to investigate and find evidences for the following as mandate:

- Visit to the workplace to collect details of the Injured Person (s)
- Find out whether similar incidents happened in the past

The reports of Incidence Investigation shall cover the following points:

- Classification of Incident
- Details of injured person
- Place of Incident
- Date, Shift & Time of occurrence
- Brief description of the incident
- Additional safeguard (introduced immediately after an incident till investigation is complete and recommendations are compiled)
- Chronology of Events
- Evidence tendered
- Actual observation of the incident site and other details by the members of the committee
- Cause of the incident by using appropriate investigation tool
- Key Factors identified
- Conclusion
- Compensation / benefits to the affected employee
- Remedial measures to prevent recurrence (Recommendation with Responsibility and Target Date)
- Fixing of responsibilities / administrative action: As decided by the enquiry committee in line with the consequence management system of the plant
- Investigation Team Details
- Statement of eye witness, site photographs & layout, other reports etc. shall be annexed as evidence

Safety Guidelines Breach:

Any employee having found to breach the safety guidelines & conflict of interest between the employee & safety department he must undergo safety training once again. This is before taking any serious action based on the intensity of the damage. The immediate site supervisor has to submit a clarification mentioning the complete information before any strict decision is taken by the management.