


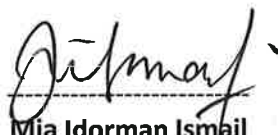



DIMENSION BID

WIRELINE INTERVENTION | PERFORATION SERVICES

INCIDENT REPORTING AND INVESTIGATION DBSB-HSE-16

ORIGINAL ISSUE : 01/10/2002
REVISION NUMBER : 04
REVISION DATE : 01/12/2014

PREPARED BY	CHECKED BY	APPROVED BY
 Jayadevan Ramakrishnan HSE Manager	 Mia Idorman Ismail Chief Operating Officer	 Dato' Aziz Ayob Chief Executive Officer

HSE-MS	INCIDENT REPORTING AND INVESTIGATION	DBSB-HSE-16-00	
		Rev.04	2014

AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSE Department of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	25/06/2012	Establishment of procedure	Nil
Revision 1	20/05/2003	1. Front Page 2. Amendment Sheet	1. Standardize the procedure to make it consistent with Doc. Control procedure
Revision 2	25/06/2012	1. Front Page 2. Attachment	1. Replace with new DB Slogan 2. Upgrade the incident report & incident investigation form
Revision 3	08/01/2014	• Cover	• Organization restructure
Revision 4	01/12/2014	• Cover	• Organization restructure

HSE-MS	INCIDENT REPORTING AND INVESTIGATION	DBSB-HSE-16-00	
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1.0 FLOW CHART

<u>RESPONSIBILITIES</u>	<u>PROCEDURE</u>	<u>DOCUMENTATION</u>
All personnel	Report the Incident / Accident <ul style="list-style-type: none"> All incident / accident must be reported 	<ul style="list-style-type: none"> Incident Report Form
Safety Investigation Team, Witness, Line manager	Accident / Incident Investigation <ul style="list-style-type: none"> Line manager and safety Investigation team shall be formed to carry out the accident / incident investigation 	<ul style="list-style-type: none"> Incident Investigation Form
Safety Investigation Team, Witness, Line manager	Safety Committee Meeting <ol style="list-style-type: none"> Review of investigation report Endorse Corrective and Control Measure 	<ul style="list-style-type: none"> Safety committee's minutes – of – meeting Corrective and control measure follow up and status
Safety Officer, Line manager	Communication Plan <ol style="list-style-type: none"> HSE Alert Safety meeting Memorandum Procedure 	<ul style="list-style-type: none"> Minutes of meeting HSE Alert Memorandum Procedure

HSE-MS	INCIDENT REPORTING AND INVESTIGATION Definitions	DBSB-HSE-16-01	
		Rev.04	2014

Subject Definitions

Incident Unplanned event or chain of events, which resulted in damage to assets and environment, but without any injury or illness to people.

Accident Accident is an event which resulted in injuries or illness to people.

- i- Loss working time and restrictions in performing job duties
- ii- Requirement for first aid or outside medical attention
- iii- Permanent physical bodily damages or death
- iv- Damage to machinery or product
- v- Fire or explosion or Chemical spillage
- vi- Property damage

Near Miss Near miss is an accident or incident which did not result in injuries or illness to people and or damage (loss) to assets and the environment.

HSE-MS	INCIDENT REPORTING AND INVESTIGATION Incident Reporting	DBSB-HSE-16-02	
		Rev.04	2014

Subject **Incident Reporting**

Procedure **All incidents** shall be reported within **24 hours**, by the injured person to his or her Line Manager in person or by phone immediately after any life threatening situation has been addressed.

The **verbal reporting** is to be followed by **written reporting** on the enclosed form or forms available at the installation, within **24 hours**.

The report will be forwarded to the Safety Officer and copied to Base Manager, all Line Managers and C.E.O.

In additional to this, clients representative shall be informed without delay and the clients procedures for reporting will be followed.

The HSE Department must arrange the injured person for further medical treatment.

The injured person/responsible person must fill up Incident or Accident Report Form.

In case of serious incident or accident, notify DOSH within 24 hours after the occurrence.

Refer to Client's Regulations/Rules/Requirements for specific details.

Emergency Contact Number Refer to Dimension Bid emergency contact number

Incident Report Form Refer to attachment

HSE-MS	INCIDENT REPORTING AND INVESTIGATION Incident Investigation	DBSB-HSE-16-03	
		Rev.04	2014

Subject Incident Investigation

Procedure All incidents shall be investigated as the following factors:

1. Level of Catastrophe
2. Fatalities
3. All disabling and non-disabling injury and occupational illness.
4. Fire and explosion
5. Asset damaged
6. Hazardous substances discharge
7. Dangerous Goods defect
8. Near misses

The **affected area** which the incident occurred should be barricaded or isolated with barrier tape and erecting unauthorized entry signage. This will warn personnel or otherwise restricted access to the area

The victim should be available if possible at the area and making the dramatization on how the victim depicting the incident happens.

Appropriate sketches, drawing and photographs of the situation should be obtained.

Minor incidents or accidents shall be investigated by line managers. An investigation team shall be formed to investigate any serious or major incidents or accidents.

The line manager or investigation team shall come out with appropriate corrective and control measure to prevent similar accident recurrence.

The CEO shall participate in the investigation of:-

- A. Catastrophe
- B. Fatalities
- C. All major injuries

Findings from the investigation and proposed control measures will be presented during safety committee meeting. The safety committee shall endorse the corrective and control measure prior implementation.

HSE-MS	INCIDENT REPORTING AND INVESTIGATION Communication Plan	DBSB-HSE-16-04	
		Rev.04	2014

Subject

Communication Plan

Procedure

Safety officer shall coordinate plan to communicate findings from the investigation, corrective and control measures to all employees.

Respective line managers and safety officer shall be responsible to make a follow up to ensure completion of all corrective and control measures decided by the safety committee.