**INTEGRATED MANAGEMENT SYSTEM**

(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018)

Procedure for Incident and Accident Reporting

Code: IMS/HSE/PROC06.24v0

March, 2024

Amendment record  
This QHSE-Incident and Accident Reporting procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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| --- | --- | --- | --- |
| Page No. | Context | Revision | Date |
|  |  | **POLARv0** | 2019 |
|  | 3-References has been introduced and  7- Records have been introduced | Version 1 | 2024 |
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# Approval

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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| --- | --- | --- | --- | --- |
|  | **Name** | **Signature** | **Position** | **Date** |
| Prepared By | Sergius Katushabe |  | Lead Implementor | 15/03/2024 |
| Reviewed By | Christine Arupo-Maloba |  | Lead Implementor | 22/03/2024 |
| Approved By | Bernard Ongodia |  | Principal | 27/03/2024 |

**1. purpose**

Our incident and accident reporting policy is designed to outline the purpose and procedure for reporting any on-the-job accidents. UPIK is committed to enforce all health and safety guidelines to avoid such occurrences and expects employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

**2. Scope**

This accident report policy affects all employees and independent contractors and students of UPIK.

**3. References**

* ISO 9001:2015 – Quality Management Systems
* ISO 14001:2015 – Environmental Management Systems
* ISO 45001:2018 – OH&S Management Systems
* UPIK “Integrated Management System Manual”
* And all that Apply

**Forms**

Incident/Accident Reporting form

**4. What should be reported under the Accident Reporting Policy?**

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be employees who were injured while performing their duties or other people that were on company premises or vehicles.

Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the company can establish preventative measures for the future.

UPIK encourages employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of UPIK (e.g. the breaking of a drinking glass) do not have to be reported (although employees could report them). On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from the company must be dutifully reported. Employees are obliged to report any of the following:

1. All near misses
2. Fatalities
3. Damage to the head, skull and face
4. Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)
5. Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
6. Damage to the skin (e.g. extensive burns, bruises or cuts)
7. Blows or injuries to the spine, back and ribs
8. Harm to the nervous system or loss of consciousness through electrocution, etc.
9. Poisoning
10. Contamination from hazardous substances or transmission of diseases
11. Any other injury that requires hospitalization or medical care

Especially when an employee needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation.

Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

1. Explosions
2. Slippery surfaces
3. Water or gas leaks
4. Inadequate insulation of circuits
5. Collapses of walls, ceilings etc.
6. Breaking of window glasses or frames

**5. Method**

When an employee witnesses or is involved in an incident they must report it to their immediate supervisor, HR department (personally, in writing or by phone if the accident occurred remotely) or through an online system if applicable, within one week. If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisors or HR department as soon as possible so the accident can be prevented.

Depending on the incident, official forms may have to be completed and submitted.

The accident and any sustained injuries must be recorded to an accident database or file.

The officials responsible must initiate and investigation or request an investigation from authorities if appropriate.

The employee who reported the accident has to cooperate if called in for questioning to provide details needed. As a general rule, the employee must provide information in the incident report as accurately as possible on the following:

1. The place of the accident
2. The date and time of the accident
3. The people involved or injured
4. Their position or involvement in the accident
5. Their actions immediately after the accident

**6. Disciplinary Consequences**

UPIK places great importance in this policy. All employees are obliged to comply. Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident, they must report it immediately to minimize legal repercussions.