
1. Introduction

This procedure aims to ensure that all accidents and incidents involving L Lynch Plant Hire & Haulage Ltd personnel, contractors, and equipment are properly investigated to identify root causes and prevent recurrence. This will also assist in compliance with legal obligations and promote a safe working environment.

2. Responsibilities

2.1 Managers and Supervisors/Foreman

- Ensure all accidents/incidents are reported immediately to the HSQE Department.
- Assist the HSQE Department in the investigation and provide necessary resources as required.
- Implement corrective and preventative actions assigned by the HSQE Department.

2.2 HSQE Department

- Lead the accident/incident investigation.
- Analyse data, identify root causes and recommend actions.
- Monitor the implementation of corrective actions.

2.3 Employees

- Report accidents, incidents and near-misses promptly.
- Cooperate with investigations and provide accurate information.
- Adhere to safety measures and participate in corrective actions.

3. Scope

This procedure applies to all accidents, incidents, near-misses, and unsafe conditions involving L Lynch Plant Hire & Haulage Ltd operations, including plant hire, haulage, on-site work, and other related activities.

4. Definitions

- Accident: An unplanned event that results in injury, ill-health, or damage to property.
- Incident: An unplanned event that does not result in injury but has the potential to cause harm or damage (near-miss)
- Hazard: A condition or situation that poses a potential threat to people, property, or the environment.
- Root cause: the primary reason behind the occurrence of an accident or incident.

5. Accident/Incident Classifications

Minor accident/incident:

- Definition - An event that results in minor injury or damage that does not require significant medical treatment or extensive repair. Near misses with no immediate harm also fall into this category.
- Examples include minor cuts, bruises, tripping or slipping without serious injury, low level damage to equipment, near miss incidents where no harm occurred.
- Investigation requirement – basic investigation by a manager/supervisor/foreman recorded in the incident log.

Lost Time Injury (LTI):

- Definition: an incident that results in an employee being unable to return to work for one more days due to the injury sustained.
- Examples include fractures, sprains or dislocations, injuries requiring surgery or medical attention.
- Investigation requirements: formal investigation by the HSQE department with a full report and corrective actions.

Major accident/Incident:

- Definition – an event that causes serious injury, significant damage to property or equipment or has the potential for fatality. This may also involve a significant loss of production or service disruption.
- Examples include severe injuries such as amputation, head trauma or multiple fractures; serious damage to machinery or infrastructure and environmental incidents with significant impact.
- Investigation requirements – comprehensive investigation led by the HSQE Department with a detailed report, root cause analysis and preventative measures. Regulatory authorities may need to be notified.

Fatal accident:

- Definition – an incident that results in the death of an employee, contractor or third party.
- Examples include fatal injuries from plant/machinery, equipment failure, vehicle accidents, falls from height, electrocution etc.
- Investigation requirements – Extensive investigation involving senior management, HSQE department and external authorities. A full investigation must be conducted to determine the root cause and implement high-level corrective actions.

Dangerous Occurrence:

- Definition – a serious near miss event that had the potential to cause injury, death or serious property/environmental damage but did not result in harm due to the chance or quick response.
- Examples include collapse of scaffolding, structural failure, failure of lifting equipment, fire, explosions.
- Investigation requirement – full investigation by the HSQE department with corrective measures implemented to avoid recurrence.

6. Procedure

6.1 Initial Response

- Ensure the safety of individuals involved and prevent further injury/damage.
- Provide medical assistance as required.
- Secure the scene and prevent tampering with evidence.

6.2 Reporting

- All accidents/incidents must be reported to the supervisor or manager immediately.
- The accident/incident reporting form must be completed within 24hours of the event.
- The HSQE Department must be notified within 24hours of the event.

6.3 Investigation

- Visit the scene – examine the area, take photographs and collect relevant evidence.
- Interview witnesses – gather statements from employees, contractors or bystanders.
- Review documentation – check safety records, training logs, equipment maintenance records etc.
- Identify root cause – analyse findings to determine the root cause of the accident/incident.

6.4 Root cause analysis

- Identify underlying issues such as equipment failure, lack of training or supervision, unsafe work practices, environmental conditions.

6.5 Recommendations

- The HSQE Department will provide a detailed report outlining the immediate actions taken, root cause and recommendations for corrective action to prevent future occurrences.

7. Corrective and Preventive Action

- Corrective actions – immediate measures to eliminate hazards and prevent further incidents.
- Preventative actions – long term changes including employee training, equipment maintenance, policy or procedure review and updates etc.

8. Monitoring and Surveillance

- Managers and Supervisors/Foreman must ensure that all corrective and preventative actions are implemented within the agreed timeline.
- The HSQE department will conduct a follow-up review to confirm the effectiveness of the actions.

9. Recordkeeping

- All investigation reports and evidence must be documented and retained for a minimum of 5 years.
- Documentation must be available for review by regulatory authorities and internal audits.

10. Training

- All employees and those working for Lynch must receive regular training on reporting and handling accidents/incidents.
- Special training will be provided to personnel involved in high-risk activities or areas.

11. Review and continuous improvement

- The accident/incident investigation procedure will be reviewed annually or sooner if necessary to ensure continued relevance and compliance with legal standards.