

E&B OILFIELD SERVICES INC. (E&B)

DATE: 07/7/14

EXPIRES: Indefinite



## NEAR-MISS, HAZARD AND INCIDENT REPORTING

### Purpose

The purpose of this guideline is to outline the requirements for the reporting of near misses and hazards that are identified and incidents that occur in the presence of E&B employees. This guideline aims to ensure the:

- Prevention of injury and / or reoccurrence of a similar incident

- Provision of prompt first aid where an injury has occurred

- Agreed preventative and corrective actions identified are implemented, monitored and reviewed for effectiveness

- Reporting of data in a consistent manner

- Involvement of appropriate personnel

### Definitions

**'Contractor'**: a person or business which provides goods or services to another entity under terms specified in a contract.

**'Corrective action'** or **'Control'**: an action taken to control the risk and reduce the likelihood of injury following an incident occurring or a hazard present.

**'First Aid'**: initial treatment for an injury which is normally given by a first aid officer.

**'Hazard'**: an object or situation that has the potential to harm a person, the environment or cause damage to property.

**'Incident'**: any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

**'Injury'**: any physical or mental damage to the body caused by exposure to a hazard.

**'Near miss'**: an incident that could have resulted in an injury or illness to people, danger to health, and / or damage to property or the environment.

### Scope

This guideline applies to E&B employees and its subcontractors.

Whenever an employee, incident it must be reported, investigated and corrective actions taken, where deemed necessary.

#### 4. Procedure

Minimize the risk of injury or damage.

In the event of an incident, near miss or hazard, where it is safe to do so, the person identifying the incident, near miss or hazard should take appropriate immediate action to minimize the risk of injury or damage (e.g. isolating the hazard, containing spills).

Seek support for any injuries.

In the case of an injury, depending upon the severity of the injury and the injured person's preference, appropriate first aid or medical attention should be sought.

If the injury requires first aid and/or medical treatment an E&B Supervisor must be notified immediately.

Report notifiable incidents.

All serious and notifiable incidents must be reported immediately to the relevant Supervisor.

Preserve the site of the notifiable incident.

The manager / supervisor or person responsible for managing or controlling the workplace where a notifiable incident has occurred, must ensure, as far is reasonably practicable, that the site where the incident occurred is not disturbed until an appropriate authority arrives onsite or any earlier time that an authority directs.

Report all incidents, near misses or hazards on the relevant form.

Incident Report

The person involved or person filling in the report on their behalf is required to:

Immediately alert the responsible supervisor / manager that an incident has occurred.

Complete the Incident/Near Miss/Hazard Report Form.

Near Miss / Hazard Report

The person involved or person filling in the report on their behalf is required to:

Immediately alert the responsible supervisor / manager that a near miss, hazard or incident has occurred.

Complete the Incident/Near Miss/ Hazard Report Form.

The supervisor / manager is required to:

Contact the Health, Safety and Wellbeing Representative for their area (if available)

In consultation with the HSWR or relevant staff members, review the information in the report and decide up, record and implement corrective action / s within an agreed timeframe

#### Corrective actions

The manager / supervisor in consultation with the work area Health and Safety Representative (HSR), the person who was involved in the near miss / hazard identification or incident (where possible) and where relevant, other stakeholders, identify the corrective and / or preventative actions required to prevent a recurrence of the event and develop an agreed time frame for the corrective actions to be implemented.

#### Review and Monitoring

Once identified corrective actions have been implemented, it is the responsibility of the manager / supervisor to review them to ensure their effectiveness.

Monitoring is also crucial to ensure that corrective actions put in place remain effective.

I \_\_\_\_\_ have read and understand the **NEAR-MISS, HAZARD AND INCIDENT REPORTING.**

I understand that I am required to follow these procedures. I also understand that my failure to do so may result in disciplinary action, termination and or increased personal liability.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date