

**TITLE: ACCIDENT-INCIDENT POLICY****PURPOSE**

Spoton Coatings Pvt. Ltd. aims to promote the timely reporting and investigation of all accidents and incidents and to ensure legislative compliance. The aim of this policy is to ensure that all staff is aware of their responsibility in relation to accident/ injury, / incident / hazard/ reporting.

The basic objective is to ensure all incidents and accidents are properly investigated. To ensure corrective action is taken to prevent re-occurrence and reduce the risk potential of the working environment. To identify hazards in the workplace.

**DEFINITION**

The following definitions apply for the purpose of this policy:

**Accident** - An unplanned event which has the potential to disrupt normal safe operations, such as a system failure, which results in, for example, a fatality, injury, occupational illness, loss of containment, uncontrolled discharge to the environment, legal claim or any other Occupational Health and Safety non-compliance.

**Incident** - An event (near miss), which could have caused an accident, but did not.

**Dangerous Occurrence** - Dangerous Occurrences are incidents prescribed by the relevant Occupational Health and Safety Legislation that must be reported to the relevant authority.

**Hazard** - Any thing or any condition that causes or has the potential to cause injury, harm or ill health.

**Lost Time Injury** - An incident where there is an injury that prevents the employee from attending work for one full day/shift or more.

**SCOPE**

This policy applies to all company staff as well as to individuals who visit the company. The established Accident/Injury/Incident/Hazard Reporting System is to be used by staff, contractors, or visitors who identify a hazard, are injured or become ill in connection with their work at or visit to the Company.

**POLICY**

Spoton Coatings Pvt. Ltd. requires that an Accident –Incident Report Form be completed in regard to all accidents/incidents that occur in areas under the control of the company. This form should be completed and given to HR Department within 48 hours of the occurrence of the accident/incident.

# **SPOTON COATINGS PVT. LTD.**

Moti Naroli, Surat.



The company also requires that all accidents/injuries/incidents/hazards be investigated and that appropriate strategies be developed and implemented to eliminate or reduce the likelihood of future occurrences. In order to achieve this company requires that all accidents, injuries, incidents and hazards be investigated in a timely fashion.

## **ACCOUNTABILITY**

### **Employees**

Employees must:

- Report all accidents/injuries/incidents/hazards to their direct supervisor and/or Manager.
- Ensure the completion of the Accident-Incident Report Form.

### **Direct Supervisors/Managers**

Direct Supervisor/Manager must:

- Investigate all reported accidents/injuries/incidents/hazards.
- Ensure corrective action is taken to prevent recurrence
- Ensure that fill up of form is in appropriate way.

## **IMMEDIATE ACTION**

In the event of an accident/injury/incident/hazard staff shall, where it is safe to do so, take appropriate immediate action to minimize the risk of further injury or damage (for example, first aid, fire fighting, contain spills, contact emergency services).

In case of emergency, immediately go to the hospital and do the requirements for the same.