

Operational Energy Group India Limited

Accident & Incident Investigation Policy/Procedure

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the company's premises.

It is the policy of the company to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus:-

Accident:- "any unplanned event that results in personnel injury or damage to property, plant or equipment.

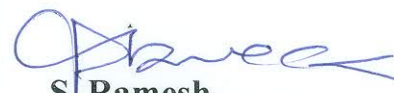
Near-miss:- "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

First Aid - When an employee, as a result of an accident in the workplace receives on-site first aid assistance. Includes cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, and splints.

Health Care – An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work or a wage loss.

All accidents must be recorded in the company's accident log books.

These accident books will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.


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All near-misses must be reported to the Safety Manager/Safety Dept, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure:- Employees

1. All accidents must be entered in the appropriate logbook either by the injured person or, if this is not practical, someone else present at the time.
2. An accident Report form is also to be completed by the same person who should then give the form to the Immediate Supervisor of the injured person.
3. Immediately reports to supervisor any work related injury/illness. This includes accidents such as cuts, puncture wounds, needle stick injuries, sprains and burns as well as those that are of a gradual onset (chronic) i.e. back pain, repetitive strain.
4. Immediately reports to supervisor any "near miss" events and/or unsafe work situations and provide necessary details to the supervisor.

The Immediate Superior must then:-

- Note that the accident has occurred.
- Ensure that the logbook has been correctly and fully completed.
- Immediately pass the Accident Report form to the Safety Department/Manager.
- Enter on clock card, or other such notification to the Wages Department, the words "Injured at Work".

The Health & Safety Responsibilities

- Ensure that, where applicable, the requirements of the Reporting of Injuries,
- Complete Company Accident Report form, recording the findings of the subsequent investigation.
- Ensures reports are distributed to any areas requiring information for subsequent follow up of additional corrective action or for injury treatment and rehabilitation and/or accommodation purposes.
- Ensure the Accounts Department have been informed that the accident occurred to enable their procedures to be implemented.
- Ensure to cascade the accident/incident to all personnel.
- Reviews all Accident/Incident Investigation Reports and follows up as appropriate/required. Ensures that recommendations are appropriate and that preventative and corrective actions have been taken. Assists or provide direction as needed for the implementation of corrective actions.


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The Department Managers/Plant Manager responsible for Health & Safety will then:-

Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

Supervisor (Investigator) Responsibilities

- The supervisor in the area where it happened investigates the accident/incident and completes the investigation report within 24 hours of the accident/incident or hazardous situation.
- In the case of personal injury the supervisor ensures that the injured employee(s) receive immediate and appropriate first aid and/or health care.
- In conducting the accident/incident investigation and completing the Accident/Incident Investigation Report, the supervisor must ensure the following has been completed:
 - ◆ Assessment of the Scene
 - a) Inspection of the site, equipment, material that were involved in the accident/incident
 - b) Site must be secured especially in the case of a critical injury
 - c) Use of photographs, sketches, drawings of the accident/incident scene indicating sizes, distances, and weights of objects as appropriate
 - ◆ Interviewing
 - a) Interview employee(s) involved
 - b) Interview any eyewitnesses
 - c) Interview outside experts if applicable i.e. suppliers, equipment designers
 - d) Interviews must be documented
 - e) Interviews should be conducted as soon as possible
 - f) Interviews should be conducted one-on-one in a quiet place
 - ◆ identifying the contributing factor
 - a) Factors to consider are people, equipment, material, environment, process
 - b) Write the report
 - c) Record all findings of the accident/incident investigation on the standard investigation reporting form ensuring that all requirements of the written investigation procedure are captured
 - d) Accident/Incident Investigation Report forms


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- ◆ Make recommendations for corrective action
 - a) Responsibilities must be assigned (investigators, management, technical personnel) for completion of the Action Plan
 - b) Record on Accident/Incident Investigation Report form under Action Plan
 - c) Recommendations should focus on the corrective action(s) to all the contributing factors identified
 - d) Recommendations should specify What, Why and How the corrective actions will be completed

- ◆ Ensure recommendations are acted upon
 - a) Assign responsibility for the follow-up of the corrective action(s)
 - b) Record on Action Plan section of the Accident/Incident Investigation Report form
 - c) Detail what has been done, who has completed the actions and when the actions were completed

Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

The Company takes the responsibility for notifying reportable accidents under the Reporting of Injuries, therefore the Company's Safety Manager must be informed immediately.

Reporting Procedure - Damage

All accidents / incidents which result in the loss or damage of plant, equipment or vehicles but not necessarily personal injury must be recorded on the "Damage or Loss Report Form" and passed to the Safety Manager without delay.

Where this incident results in any injury to a third party the Safety Manager must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive. Should the Safety Department/ Manager not be available, due to annual leave, etc this responsibility will pass to the Department Managers.


S. Ramesh
Managing Director



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Registered Office :
A, 5th Floor, Gokul Arcade - East Wing,
No. 2 & 2A, Sardar Patel Road, Adyar, Chennai - 600 020.
Tel. : 044 - 4394 9300 (50 Lines)
Fax : +91 - 44 - 2442 4156 www.oegindia.com
CIN : U40100TN1994FLC028309



Safe System of Work

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to the Safety Department/ Manager.
2. Obtain treatment for any injury from a first-aider or the local accredited hospital.
3. Ensure that the area is made safe and poses no risk to other personnel (except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).
4. Enter details in the logbook.
5. Inform the injured person's manager (or a responsible person) of the incident.
6. Keep the company informed of any after-effects, including periods of incapacity for work.

All personnel on site must report accidents and near-miss incidents working on behalf of the company.

The four most important steps are;

- * ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- * remove residual hazards that may pose a risk to others.
- * Fence off the undisturbed scene of a serious incident pending investigation.
- * notify management of incapacity for work that results from an injury sustained during a work activity.



S. Ramesh
Managing Director

