

# Standard Operating Procedure

## Title: Incident Management Procedure

Department	Environmental, Health and Safety		Document no	EHS-025	
Prepared by:		Date:		Supersedes:	
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Approved by:		Date:		Review Date:	

### Document Owner

EHS Manager

### Affected Parties

All Site colleagues

### Purpose

This procedure defines the requirements for immediate action, investigation, and reporting, [corrective action](#), follow-up and training associated with EHS incidents.

### Scope

This procedure applies to all Divisions of the manufacturing.

### Definitions

DR	Deviation Report
Incident (Near Hit)	An incident is an unplanned event, which could have led to harm to people, premises, the environment or the business.
Serious Incident	<p>A serious incident is an unplanned event, which could have led to seriously harm to people, premises, the environment or the business. In case of a serious environmental incident any of the conditions should be relevant:</p> <ul style="list-style-type: none"> <li>• The Emergency Services have been involved.</li> <li>• There has been a public or media interest.</li> <li>• Serious complaints have been reported to the Company.</li> </ul>
Accident	An accident is an unplanned event, which has caused harm to people, premises or environment. The accidents are classified as fatality, major accident, significant accident or minor accident.
Occupational Illness	<p>Any abnormal condition or disorder, manifested by a characteristic set of symptoms and signs, other than one arising from an occupational injury, which is caused or mainly caused by exposure to work factors. It includes:</p> <ul style="list-style-type: none"> <li>• Acute and chronic illnesses or diseases, which may be caused by inhalation, absorption, ingestion or direct contact.</li> <li>• Psychological and psychiatric disorders.</li> </ul>
Work-related occupational illness	<p>Work-related: "probability of 51% or more" that the case is caused by work factors, (i.e. more likely than not). Reportable cases will include:</p> <ul style="list-style-type: none"> <li>• Occupational overuse injuries</li> <li>• Cases which are required to be reported under national schemes</li> <li>• All other cases, judged by a competent occupational health professional to be work-related.</li> </ul> <p>Only new cases (and recurrences of illnesses resulting from new exposures at work).</p>
Immediately Reportable Accident	<p>An accident which falls into one of the following categories:</p> <ol style="list-style-type: none"> <li>1. Fatalities, major injuries, serious incidents that could have led to a fatality.</li> <li>2. Accidents, which result in members of the public needing medical attention.</li> <li>3. Accidents involving significant damage to plant, or equipment or damage to on site property or any contamination of the environment outside the site boundary which results in public concern, serious complaint, or extensive media attention.</li> <li>4. Any other accident or incident judged by the EHS Manager to be significant.</li> </ol>