


ANNEX P INCIDENT NOTIFICATION REPORT TEMPLATE

	<b>INCIDENT NOTIFICATION REPORT</b>	<b>Ver-00</b> <b>DD/MM/YYYY</b>
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<b>Name</b>		<b>Age</b>	
<b>Department</b>		<b>Position</b>	
<b>Date, Time</b>		<b>Location</b>	
<b>Incident Type</b>	<input type="checkbox"/> Near Miss <input type="checkbox"/> Incident <input type="checkbox"/> Accident		
<b>Severity of incident</b> <b>(Refer to Severity Description Matrix attached)</b>			
<b>Details of the near miss, accident or incident</b> <b>(For Spills, include type and quantity of spilled material, possible hazards to human health and the environment)</b>			
<b>Root cause Analysis</b>			

<div>Medical treatment/ Rectification measures</div> <div>(For Spills, include clean-up and mitigation actions taken)</div>						
<div>Prevention measures</div>						
	No.	Actions	Milestone	Schedule	Responsible Department/Person	Verification

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VER 00

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	Verified by: _____ Date: _____					
Investigation team	Team Leader: _____ Senior Management: _____					
Completed by (Name/Position):				Date completed:		

	SEVERITY DESCRIPTION			
	POTENTIAL SEVERITY CRITERIA			
	Harm to people		Environment	Damage
Injury	Illness			
Negligible	First Aid Injury	<ul style="list-style-type: none"><li>Minor short-term ailment.</li><li>Any disorder or illness which has no impact or very short-term impact on the tasks of the employee – with no medical treatment.</li></ul>	<ul style="list-style-type: none"><li>Localised pollution.</li><li>No significant environmental impact, unlikely to last more than 24h or breach of licence conditions.</li><li>Easy controlled / recovery by worksite.</li></ul>	Insignificant damage to construction works and/ or equipment
Moderate	Medical Treatment / Restricted Work Case	<ul style="list-style-type: none"><li>Any disorder or illness which has short term impact on the tasks of the employee requiring medical treatment.</li></ul>	<ul style="list-style-type: none"><li>Localised pollution.</li><li>Short term environmental impact, that is unlikely to last more than 1 week.</li><li>Single breach of licence conditions.</li><li>Controlled / recoverable by worksite.</li></ul>	Limited damage to construction works & equipment
Significant	Lost time Injury / Partial or total temporary disability	<ul style="list-style-type: none"><li>Illness resulting in sick leave and requiring medical treatment and/or recurrent illness.</li><li>Illness resulting in temporally work restriction and/or resulting in change of work.</li></ul>	<ul style="list-style-type: none"><li>Localised pollution.</li><li>Significant environmental impact unlikely to last beyond 1 month.</li><li>Breach of licence, regulation, or contractual requirements.</li><li>Recovery/ rehabilitation may require external assistance.</li></ul>	Significant damage to local area and essential equipment
Severe	Serious Lost Time Injury (*) / Partial or total permanent disability	<ul style="list-style-type: none"><li>Serious chronic illness of employee resulting in partial or total permanent disability.</li></ul>	<ul style="list-style-type: none"><li>Uncontrolled release with severe environmental impact unlikely to last beyond 12 months.</li><li>Multiple breach of licence regulations or contractual requirements.</li><li>Recovery/ rehabilitation may require external assistance.</li></ul>	Damage extending to several areas / significant/ impairment/ installation/ facilities/ equipment/ integrity
Catastrophic	Fatality	<ul style="list-style-type: none"><li>Life threatening illness.</li><li>A very serious illness contracted at work that might result death.</li></ul>	<ul style="list-style-type: none"><li>Massive &amp; uncontrolled release causing environmental impact with chronic pollution lasting more than 12 months.</li><li>Breach (or multiple breaches) of environmental licence conditions, regulations or contractual requirements resulted in a fine or prosecution.</li></ul>	Extensive damage (multiple fires/ explosions) or loss of installation/ facilities/ equipment