

ADM HS02 Incident Management Procedure

Change History

Revision Number	Description of Change	Date
0	First issue	01.03.2016
1	Included responsibilities of HR personnel, SOA, and DMOD.	29.11.2016
2	Transferred duties of HR personnel, SOA, and DMOD responsibilities to separate procedures and re-designed process.	16.04.2019

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1 PURPOSE

The purpose of this procedure is to ensure that all incidents are duly reported, recorded and investigated in accordance with legislative requirements.

2 SCOPE

This procedure applies to near misses, injuries, fires, spills and incidents resulting in damaged assets occurring companywide.

3 REFERENCE DOCUMENTS

- ADM QP29 Insurance Claim Procedure
- TTF EP02 Emergency Preparedness & Response Procedure
- SAWTP EP02 Emergency Preparedness & Response Procedure
- MEC EP02 Emergency Preparedness & Response Procedure
- MN EP02 Emergency Preparedness & Response Procedure
- KTS EP02 Emergency Preparedness & Response Procedure
- CAS EP02 Emergency Preparedness & Response Procedure
- WSF EP02 Emergency Preparedness & Response Procedure
- ADM HS09 H&S Action Management Procedure
- ADM HR11 Injury Benefit Claim Procedure
- ADM FM06 Fleet Insurance Procedure
- ADM FN06 Damaged Assets Procedure
- Control Document 094 Incident Log
- WS028 Incident Report Form
- WS125 Incident Investigation Report

4 RESPONSIBILITIES

Head of OBU is responsible for:

- Gathering as much information as possible about the incident.
- Filling in WS028 Incident Report Form and sending a soft copy together with any information gathered to incidents.ws@wasteservmalta.com. **Note:** *The hard copy of the form should be sent to the Senior Manager- Health & Safety (SMHS) within a maximum of 3 days from the date of the incident.*
- Together with the SMHS and WHSR, ensuring that an investigation of the reported incident is carried out as soon as reasonably practicable and that WS125 Incident Investigation Form is completed.

Direct Manager is responsible for:

- Gathering as much information as possible about the incident.
- Filling in WS028 Incident Report Form and sending a soft copy together with any information gathered to incidents.ws@wasteservmalta.com. **Note:** *The hard copy of the form should be sent to the Senior Manager- Health & Safety (SMHS) within a maximum of 3 days from the date of the incident.*

Senior Manager - Health & Safety (SMHS) is responsible for:

- In case of major injury, notifying forthwith OHSa by the quickest practical means.
- Recording reported incident in the Controlled Document 094 Incident Log.
- Forwarding WS028 Incident Report Form as per the following:
 - In case of injury, to adminhr.ws@wasteservmalta.com and insurance.ws@wasteservmalta.com;
 - In case of fire, to compliance.ws@wasteservmalta.com;
 - In case of spill, to compliance.ws@wasteservmalta.com;
 - In case of damaged asset, to assets.ws@wasteservmalta.com, fleet.ws@wasteservmalta.com (in case the damaged asset is a vehicle) and insurance.ws@wasteservmalta.com (in case an insurance claim needs to be filed).
- Together with the Head of OBU and WHSR, ensuring that an investigation of the reported incident is carried out as soon as reasonably practicable and that WS125 Incident Investigation Form is completed.

Personnel noticing and incident are responsible for:

- Ensuring that the Direct Manager is informed of the incident.

5 METHOD

The attached flowchart depicts the activities involved in the process.

6 RECORDS

Records considered critical for this procedure are treated as follows:

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
Controlled Document 094 Incident Log	Senior Manager - Health & Safety	Health & Safety Office	All records are kept indefinitely
WS028 Incident Report Form			
WS125 Incident Investigation Report			

