

	Accident Reporting and Investigation Procedure		
	Ref: Corp/EHS/8.1.2/003 Rev: 00	Dated: 20.08.2024	

1.0 Purpose

This document provides basic guidance on the procedure for reporting of Accident/incident and investigation of accident/ incident to identify the root causes and to initiate the necessary corrective/ preventive action effectively.

2.0 Scope

This procedure is applicable to Occupational injuries and illnesses which are related to the work activity inside the CUMI manufacturing facilities and offices.

3.0 References

- 3.1 The Factories Act 1948
- 3.2 Relevant Indian Standards
- 3.3 Relevant International standards

S.No.	Revision	Date
01	Issued	20.08.24

Prepared	Reviewed	Approved
Manager-Safety	SBU EHS Heads	Corp EHS Head

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4.0 Classification and Definition of Occupational Injuries

CLASSIFICATION OF OCCUPATIONAL INJURIES		
#	Terms	Definitions
1	RLTI	Reportable LTI/Fatal - Prevents the person work related injured/ ill health from working for a period more than 48 hours as per Factories Act - An injury resulting in death (Reference: IS 3786:2022)
2	LTI	LTI - An injury/ill health causing disablement extending beyond the day of shift on which the accident occurred. - Prevents the person injured from working for a period for 24 hours (Reference: IS 3786:2022)
3	MTI	Medical Treatment Case - An injury/ill health which requires medical treatment only, without causing any disablement whether of temporary or permanent nature
4	First Aid	First aid cases Work related injury or ill health are treated within the first aid center facility inside the plant premises which is not required treatment outside doctor/facility Examples of First-aid Injuries A physician orders an X-ray for a possible finger fracture, but the X-ray reveals no fracture; there is only some minor bruising. A plant Doctor/ nurse / First Aider irrigates an eye that was irritated by foreign body like dust
5	H	High Potential Cases -Incidents which had serious potential to be Reportable or result in Fatality/Catastrophe/Major Fire
6	NM	Near miss In a workplace context, a near miss refers to an incident where an unplanned event occurs that could have resulted in injury, property damage, or other losses, but fortunately, no one was harmed and no damage was done.
7	TRI	Total Recordable Injury - Recordable work-related injury or ill-health results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. (Reference: BRSR guideline)
8	DO	Dangerous Occurrence - Bursting of plant (Under pressure greater than the atmospheric pressure) - Collapse or failure of crane etc - as per factories act
9	Others	Others - Incidents that occur during commute to work.

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4.1 Fire Incident Classification

CLASSIFICATION OF FIRE INCIDENTS		
#	Terms	Definitions
1	F1	Major fire (F1): Results in production stoppage more than 1 hour.
2	F2	Medium fire (F2): Results in generation of flame and /or loss of property or production stoppage less than 1 hour and has the potential to become a major (F1) fire
3	F3	Minor Fire (F3) – Fires which are immediately put off with the help of 1 or 2 extinguishers.

Frequency Rate Formulae:

Reportable Incidents Frequency Rate (RTIFR) : $\frac{\text{No of Reportable Incidents}}{\text{Total manhours worked within that period}} \times 1\,000\,000$

Lost Time Incidents Frequency Rate (LTIFR) : $\frac{\text{No of Lost Time Incidents}}{\text{Total manhours worked within that period}} \times 1\,000\,000$

Total Recordable Injury Frequency Rate (TRIR): $\frac{\text{No of Recorable Injuries}}{\text{Total manhours worked within that period}} \times 1\,000\,000$

5.0 Roles and Responsibilities

5.1 All employees are responsible for:

- All employees are responsible for reporting any incident or near miss to their Junior Officer/Executive immediately
- In case of injury which requires medical assistance ensure that first aid treatment is received to remove the potential for the injury/illness becoming more serious and that the injury/illness is reported.

5.2 Junior Officer/Executive is responsible for:

It is the duty of JO/Executive to

- Arrange for necessary treatment if required
- Accompany the injured to the medical centre or send an employee to accompany him if there is a need
- Manage the current situation
- Cordon off incident scene
- Preserve evidence

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- Report, investigate and take corrective and preventive action
- Maintain the record of investigation report
- Ensure fitness of employee before engaging employee back to work.
- Report incident to Deputy Manager/Manager immediately

5.3 Deputy Manager/ Manager

- Respective plant Deputy Manager/Manager shall ensure the investigation is done along with the relevant cross functional team and necessary corrective action are taken to prevent recurrence.
- It is the duty of the Deputy Manager/Manager to communicate the incident immediately to the Plant Head through verbal communication, SMS or Whatsapp.
- Report the incident to the Plant Head in the prescribed incident reporting format.
- Communicate the incident reports to all stakeholders for horizontal deployment of Corrective and Preventive Action.
- Ensure countermeasure closure and provide closure confirmation to EHS

5.4 Plant Head

- Plant Head is responsible to review the incident report and ensure adequacy of countermeasure to prevent recurrence.
- He is also responsible to report the incident or illness to respective BUH and Corp EHS.

5.5 Safety/EHS is responsible for:

- Classifying the accident as per corporate EHS guidelines based on the incident information from Occupational Health Centre in consultation with Medical officer.
- Train the Line supervisors and Managers on Incident Investigation procedures
- Support Supervisor / Manager in investigating the accident /Incident
- Review the investigation report and provide inputs for effectiveness.
- Analyzing the statistics, trends and recommending appropriate improvements to the respective department.
- Provide feedback on effectiveness of countermeasure taken.

5.6 Security is responsible for:

In case of Fatal or Serious injury

- Cordoning off the area and securing the workplace
- Control traffic for ambulance movement

In case of fire related incident

- Cordoning affected area and manage traffic for vehicular movement.
- Fire fighting and arranging external support

5.7 HR :

- Ensuring that any statutory reporting requirements are met and for liaising with regulatory

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agencies.

- In case of any serious injury HR to report to employee family
- Coordinating with hospital for medical support and receiving status of injured.

5.8 OHC / Medical Officer:

- Maintain first aid register to record incidents reported related to work activity.
- Coordinating with hospital for medical support and receiving status of injured
- Issuing fitness to the injured person

6.0 General Guidelines:

6.1 Time Frame for Reporting:

#	Term	Term	Reporting Time Frame			
			Reporting to Govt.	BUH	Corp EHS	MD
1	RLTI	Fatal	As per Local Regulation	Immediate	Immediate	Immediate
2	RLTI	Reportable LTI				Within 72 hours
3	DO	Dangerous Occurrence				Immediate
3	LTI	Non-Reportable LTI	Nil	Next working day	Next working day	Nil
4	MTI	Medical Treatment Case	Nil	Next working day	Next working day	Nil
5	H	High Potential Nearmiss	Nil	Immediate	Immediate	Immediate
6	FA	First Aid	Nil	Next working day	Nil	Nil
6	F1	Major fire	Nil	Immediate	Immediate	Immediate
6	F2	Medium fire	Nil	Immediate	Immediate	Immediate
6	F3	Minor Fire	Nil	Next working day	Nil	Nil

6.2 Time Frame for Investigation Report:

- All investigation reports to be prepared and submitted as soon as practicably possible. Preferably, within 15 working days.
- Detailed Root-Cause Analysis (RCA) is mandatory for investigation of R, H, F1, F2 cases
Any one of the following tools for **Root-Cause Analysis (RCA)** shall be used :
 - **Why-Why analysis (5 Whys)**
 - **Fish-Bone analysis**
 - **Fault Tree analysis**
 - **Bow-Tie analysis**

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- Root Causes must address the deficiencies in the management system.
- Suitable countermeasures to eliminate or prevent root causes must be arrived at.

6.3 Countermeasure Implementation time frame:

Risk level	Judgement and Action criteria
Extremely High Risk	Immediate action required.
High Risk	Temporary action required immediately, and permanent corrective action as per action plan
Medium	Permanent corrective action as per action plan
Low	Lower level of priority, concern can be addressed in case of any change/layout.

7.0 Records

Accident records to be retained by respective department and EHS
Form-18 sent to local statutory body to be retained by HR department.

8.0 Annexures

Incident Report and Investigation (Annexure-A)
Flow Chart for Reporting and Investigation (Annexure-B)