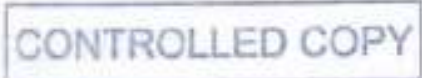
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Title: To establish and maintain a procedure for the handling and investigating accidents, incidents, non-conformances and for initiating and completing corrective actions.

Scope : This procedure covers method of monitoring the key characteristics of all the activities, processes, product and services covered under Environmental and OH&S Management System.

Definitions:

- **Near Miss:** (is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so)
- **First Aid:** “first aid” as any one-time treatment, and any follow up visit for the. Purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial. Injury, which do not ordinarily require medical care.
- **Minor Injury:** No loss time injuries - those occurrences which were not loss time injuries and for which first aid and /or medical treatment was administered.
- **Accident:** An unintended occurring arising out of and in the course of employment of a person resulting in injury.
- **Fatality:** Death resulting from an accident.
- **Disabling Injury (Lost time Injury):** An injury causing disablement extending beyond the day of shift on which the accident occurred.
- **Non-disabling Injury:** An Injury which requires medical treatment only without causing any disablement whether of temporary or permanent nature.
- **Reportable disabling Injury (Reportable Lost time injury):** An Injury causing death or disablement to an extent as prescribed by the relevant statute
- **Lost Time Incident:** An injury / ill health causing death or disablement of the victim for 48 hours or more excluding the day of the shift on which the incident occurred.
- **Environmental incident:** A distinct spill, leak, or release of a chemical or chemical mixture to the environment.
- **Fire:** An unplanned combustion. This includes electrical arcs that also involve a subsequent fire or evidence of combustion. Evidence of combustion includes flames, smoke, or charring

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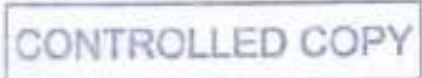
Responsibility:


- Overall Responsibility Safety officer
- Supervisor, HOD, employees who have witnessed the incident to receive, analyze & report the Non conformity observed during the work.
- Safety officer makes the trend analysis and report to the top management.
- Concerned HOD's are responsible for root cause analysis, corrective actions.
- Safety officer will review effectiveness of corrective taken and initiate the closure of the NC.

Procedure:

1) Identification of near miss, first aid case incidents or accidents and routine non conformity their corrective action.

- **First Aid Case (Non-Recordable):** Any work-related incident that results in an injury or illness which does not require medical treatment beyond first aid. For Electromech Recordkeeping purposes, the following treatments are considered simple first aid treatment:
 - Cleaning, flushing, soaking surface wounds/Tetanus immunizations;
 - Foreign body removal from eye from an eye with only irrigation or a cotton swab;
 - Removing splinters or foreign material from areas (other than the eye) by irrigation, tweezers or cotton swabs.
- The operator or observer of incident shall intimate to the shop / area supervisor regarding an incident.
- The supervisor will assess the situation & categorizes it as near miss incident or accident- (first aid – if injured person joins duty within 2 hours after an incident, minor – if injured person joins duty after 2 hours but before 48 hours, or major – if injured person joins duty after 48 hours). If the person is hospitalized for more than 48 hrs or partial disability or causality occurs then it has reported to DISH office. All incidents should be investigated through root cause analysis & Correction & corrective actions.
- Audit non-conformances can arise due to the following reasons:

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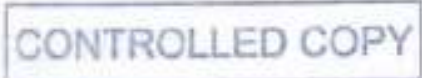
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- Process variations
- Non-adherence to work Instruction's
- Malfunctioning equipment / equipment breakdown
- Non-conformances arising out of process variations are to be identified by the operating workmen.
- Non-conformances arising out of non-adherence of work Instructions are to be identified by the supervisor.
- Non-conformances arising out of malfunctioning equipment/equipment breakdown are to be identified by the supervisor or the maintenance personnel.
- If the severity is declared as non-conformity, the action is proposed with review comments from maintenance and safety department. Supervisor will do investigation to identify the actual root cause.
- Corrective action is proposed based on the root cause to avoid the reoccurrence in the same area or other areas.
- The supervisor generates an incident, accident report and initiates to investigate the root cause, proposes appropriate corrective in the NC – Investigation format.
- HOD / Safety officer and other departments would be informed as necessary.
- Safety officer verifies data from security gate, employee entry register, First aid, if necessary.
- Safety officer will compile report of such occurrences for analyzing the repetitive occurrences and common root causes for initiating corrective action across the plant.
- Safety officer informs top management about the compiled report and the action plan.

2) Handling of Incident Investigation and Nonconformance and initiation of Corrective Action.

a) Handling of Incident / Accident investigation:

- Concerned supervisor, HOD, shall investigate the accident / incidents / non-conformance and arrive at root cause and lack of control that resulted in the event.
- Incident investigations should be started immediately, however the same should be completed within a day from the time of incident.

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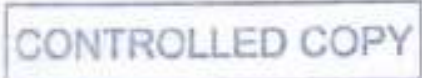
During investigation the following factors should be considered:


- (a) Accident details
- (b) Equipment/product involved
- (c) Activity related to events
- (d) Type of loss (man hrs./equipment loss)
- (e) Time of occurrence
- (f) Why-Why analysis

Section 1.01 Accident Reporting

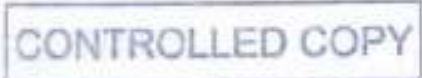
When an incident/ accident takes place, recording and reporting of accident shall be done in the following manner:

- All accidents/incidents will be reported by the person observing the incident / accident to the plant supervisor, where it takes place;
- After Receiving incident, accident intimation, the supervisor shall take the following actions:
 - In case of any injury to person, remove the person to a safe location and arrange for prompt and appropriate first-aid or medical attention;
 - Isolate the source or the cause of the accident in case of continuing danger or hazard prevailing in the work place. This shall be done without endangering human life, environment or property;
 - Ensure that all corrective actions are taken to protect on site and off site human life, environment and safety in the area;
 - Collect evidence through prompt assessment of the incident, accident and take steps to preserve evidence that may be required for further investigation e.g. photographs, samples etc.;
 - Fill up accident report as soon as possible after the accident occurs and generate comments from the various sections. Format for accident/Incident reporting is EMOS/EMH/HSE/F10 Rev 04 the form deals with all types of accidents, injuries, chemical spills, fires etc.

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- Accident reports shall, normally, be filled immediately (2 – 4 hours) after the incident but in no case later than 8 hours of the incident.
- After completion of root cause identification, corrective actions, HIRA & Aspect / impacts should be reviewed & amended if required.
- Cases of reportable accidents, dangerous occurrences if any, under the regulations applicable to the facility, shall be brought to the attention of the Factory manager and the Safety officer coordinator immediately.
- The Factory manager shall take appropriate action to ensure that:
 - All statutory agencies requiring immediate notification (DISH, Local Police, District Magistrate, State pollution control board etc.) are informed promptly;
 - Requirement of all regulatory reporting is complied with;
 - Reporting is done in the prescribed format provided for in the relevant Act/Rules; and
 - All reporting is done within the time frame stipulated in the Act/Rules.
- Supervisor shall prepare the investigation report along with supervisor, injured employee, & co-employee and submit the same to safety officer.
- Safety officer and concerned HOD will finalize corrective action the same will be informed to concerned department supervisors/employees.
- Departmental employees wherein incidents happened should be consulted regarding corrective actions.
- If this procedure is to be amended as a result of corrective action, procedure on document and data control is followed. Systems Head to send such details to all HOD'S.
- The results of incident investigation, corrective actions should be communicated to concern persons for horizontal deployment if any.
- The records of all accidents / incidents / non conformances are maintained for at least a period of 3 years.
- Results of such investigation should be maintained at departmental level by HOD'S & centrally by safety officer.
- Records of reportable accidents are maintained in FORM 24.

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b) Nonconformance and initiation of Corrective Action,

1) Non conformities arising out of internal / external audits

- Non-conformities arising out of internal audits are recorded in the format
- Non-conformities arising out of external audits are recorded in the format as given by the external auditors.
- Root cause analysis, corrective action to be finalized by the Systems Head based on the magnitude of the non-conformity. The Systems Head and the auditor may be consulted in this regard, if necessary.

2) Non-conformances arising out of changes in legal requirements:

- The Systems Head shall amend their work instruction's and Objectives, Systems Head to take due cognizance of the new legal requirements upon receiving communication from the Systems Head on changes in legal requirements.

3) Non conformity with respect to legal non-compliance in day to day operations –

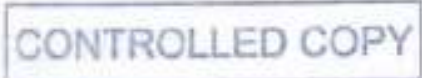
Such type of non-conformities will be noted & investigated and corrective actions will be implemented.


Document /Records:

Incident accident Report: EMOS/EMH/HSE/F10 Rev 02
Accident Register EMOS/EMH/HSE/RE02

References:

- 10.2 of ISO 14001: 2015
- 10.2 of ISO 45001:2018

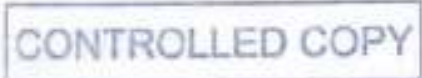
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Record of Change:

Change No.	Description	Change Date	Approved By

Prepared By (Name):	Sanjay Warudkar	Approved By (Name):	Ajit Bhosale
Designation	Safety Officer	Designation	HOD QA & System

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