

POLICY

Accident & Incident Reporting Policy

Introduction

The accident reporting company policy is designed to outline the purpose and procedure for reporting any on-the-job accidents. Kempinski is committed to enforce all Health and Safety guidelines to avoid such occurrences and expects employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

Policy Statement

To report, record and investigate all work-related injuries, accidents, near miss or dangerous occurrence on the premises, or any other significant incident;

To provide a process for reported incidents/accidents to be risk-assessed and where necessary, investigated to determine root cause;

To provide a process for monitoring of planned corrective actions to prevent or reduce the risk of reoccurrence of reported incidents/accidents.

Scope

This policy and procedure therein applies to all Kempinski employees, contractors, visitors and guests. This procedure applies to work-related incidents, accidents and other related Health and Safety incidents.

Definitions

For the purpose of this policy, a brief definition of an accident and a near miss are given below:

- An accident is an unplanned event that causes injury to persons, damage to property or a combination to both.
- A near miss is an unplanned event that does not cause injury, but could do so.

POLICY

Accident & Incident Reporting Policy

Policy Content

All accidents, incidents or reported injuries shall be reported to establish a written record of factors causing the event, along with near misses for prompt investigation and to support corrective action to provide statistical information used for analysing all phases of accidents, incidents, and events.

The Incident Reporting System applies to all incidents involving Kempinski employees, contractors, visitors and guests which results in (or might have resulted in) personal injury, illness.

REPORTING PROCEDURE

Security and Supervisor/Manager shall be notified whenever an accident or incident occurs. Immediately seek first aid or medical treatment if required. This includes calling the emergency services in extreme emergency situations.

LEVELS OF REPORTING INJURIES

While in the performance of job tasks there is the potential for a minor or major injury to occur. Reporting of accidents involving injuries is essential to ultimately provide for a safe and secure working environment. The following is the procedure for reporting accidents involving injuries.

<p>LEVEL I</p> <p>Security Supervisor/Manager</p>	<p>Minor injury sustained in the normal course of a job task. If the injury can be treated through the application of first aid only and the employee immediately returns to normal duties. Employees are required to notify their Supervisor/Manager. The Minor injury will be recorded in the accident book by Security.</p> <p>In the event a LEVEL I rises to the level of admittance to the emergency room or hospital, then reporting Level 2 is initiated.</p>
<p>LEVEL II</p> <p>Security Supervisor/Manager Human Resources General Manager</p>	<p>Serious injury or illness which requires care beyond the application of first aid requiring admittance to the hospital. Employees are required to notify their Supervisor/Manager. The serious injury will be recorded in the accident book by Security. A security report to be completed.</p> <p>If the on-duty Security Officer is not available, the Duty Manager will assist in taking down the information which will then be given to Security for completion of the security report.</p>

POLICY

Accident & Incident Reporting Policy

REQUIRED ACTION

Management

- Provide the necessary medical care for the injured person;
- Ensure all accidents and injuries are investigated in a timely fashion, and immediately if serious;
- Health & Safety Committee to be briefed and ensure immediate and long-term corrective actions are taken to prevent recurrence including training;
- Maintain Accident Reports on file, for record and for as long as dictated by the local regulations;
- Communicate with Insurance Companies as applicable.

Employees

- Report all work injuries immediately to their Supervisor/Manager promptly when safe to do so;
- Provide as many details as possible regarding the accident / incident including: who, what, where, when, why, and how;
- Report all potential hazards to their Supervisor/Manager.

REPORTING

A quarterly report should be completed and contain the following information:

a. Concerning employees:

- The number of work-related injuries;
- The rate of recordable work-related injuries;
- The different types of work-related injury;

b. Concerning all workers who are not employees but whose work and/or workplace is controlled by the organization:

- The number of work-related injury;
- The rate of recordable work-related injuries (excluding fatalities);
- The different types of work-related injury;

c. Work-related hazards that pose a risk of high-consequence injury, including:

- How these hazards have been determined;
- Which of these hazards have caused or contributed to high-consequence injuries during the reporting period;
- Actions taken or underway to eliminate these hazards and minimize risks using the hierarchy of controls.

POLICY

Accident & Incident Reporting Policy

Calculation of the rates based on either 200,000 or 1,000,000 hours worked, using the following formulas:

$$\text{Rate of recordable work-related injuries} = \frac{\text{Number of recordable work-related injuries}}{\text{Number of hours worked}} \times [200,000 \text{ or } 1,000,000]$$

Responsibility

It is the responsibility of the General Manager, Human Resources and management team to ensure this policy is fully implemented.

It is the responsibility of every employee to report cases of accident / incident at work.