



Incident Management System

Should an incident or accident occur, it is important that Afrimat responds to such incident or accident in the correct manner. The process of responding to an incident/accident is generally known as incident management. The aim of the incident management process is to understand the true root causes of an incident/accident and to implement corrective actions to ensure that a similar situation is avoided in future.

1. Afrimat is committed to investigate the following incidents:

- All incidents resulting in property damage
- All incidents having a negative impact on the environment
- All incidents that relate to lost-time injuries
- All incidents that relate to a fatal injury

2. The Afrimat incident management process shall – as a minimum - involve the following steps:

- Reporting the incident using the correct documentation and reporting channel
- Incident investigation under the guidance of a qualified investigator (SHE Officer)
- Incident root cause determination
- Identification of corrective actions to prevent recurrence
- Formal tracking of corrective action implementation
- Incident close-out (i.e. all identified corrective actions implemented and formally signed off)

3. Incident reporting, investigating and follow-up:

Incidents need to be reported to the appointed regional SHE Officer by the appointed Responsible Person within 24 hours after such incident occurring. The incident should be reported on the prescribed documentation (As per attachment). The designated SHE officer will then arrange to go out to the incident site in order to investigate.

The completed incident investigation report with identified corrective actions will be compiled by the investigating Safety Officer and distributed to:

- The Responsible Person on the site where the incident occurred
- The Group SHE Manager

All identified corrective actions will be loaded on the Afrimat Non-conformance Management System for tracking and close-out.

A summary of the incident and investigation findings will be compiled by the investigating Safety Officer and sent out to all departments as a discussion document during their respective monthly Safety meetings.

4. Fatal accidents

All fatal accidents shall be investigated by the Group SHE Manager under the direct supervision of the CEO. All other incident investigations shall be led by the respective regional SHE Officers.

5. Corrective action implementation and incident close-out

It shall be the responsibility of the appointed Responsible Persons to support any incident investigation in their own area of responsibility and to implement any corrective actions assigned to them.

Incidents may only be closed out by the Lead Investigator after all identified corrective actions have been implemented.


Recommended:



Group SHE Manager

20/08/2006
Date

Approved:



General Manager - Strategic Projects

21/08/2008
Date

Annexure/... Incident Reporting and Investigation form