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	Work Safety Accident / Incident Investigation Procedure			Document Ref: PD-S-PRO-12

Purpose:	To report and investigate work-related accidents, incidents and near misses and prevent recurrence through effective corrective action.
Scope:	This procedure applies to events involving Company workers, contractors, visitors, workplaces, projects, equipment and work activities.
Duties & Responsibilities	(1) <u>Project Manager (PM)</u> : Ensures immediate control, notification and investigation support. (2) <u>Safety and Health Officer (SHO)</u> : Leads or advises investigations and verifies corrective action. (3) <u>Site Safety Supervisor (SSS)</u> : Secures the scene, gathers evidence and maintains site records. (4) <u>Safety Coordinator (SC)</u> : Assists reporting, interviews and action tracking. (5) <u>Head of Department (HOD)</u> : Implements departmental corrective actions. (6) <u>Supervisors</u> : Report events and provide facts and worker support. (7) <u>Workers</u> : Report events promptly and cooperate with investigations.
ISO Reference:	MS ISO 45001:2018 Clause 10.2

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 10.2

Abbreviation & Definition	
HOD	Head of Department
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

Step	Activity	PIC	Reference
1	<u>Immediate Response and Reporting</u> 1.1 Care and Control The first priority shall be emergency response, medical care and control of continuing danger. 1.2 Notification All accidents, incidents and near misses shall be reported immediately to the supervisor and SSS or SHO.	PM / SHO / SSS / Supervisors / Workers	Emergency plan; Initial incident report

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Step	Activity	PIC	Reference
	1.3 Initial Information The report shall state what occurred, when, where, persons involved, known consequences and immediate action. 1.4 Escalation Serious events shall be escalated promptly to the PM, SHO and relevant management according to the notification flow.		
2	<u>Scene Preservation and Notification</u> 2.1 Preservation The scene shall be secured and left undisturbed except for rescue, control of danger or prevention of further damage. 2.2 Evidence Photographs, measurements, equipment status, permits, documents and physical evidence shall be protected. 2.3 External Reporting The SHO and PM shall arrange notification to the relevant authority, client, insurer or other party within applicable requirements.	PM / SHO / SSS	Notification record; Evidence log
3	<u>Investigation Planning</u> 3.1 Investigation Level The investigation level and team shall reflect actual and potential severity, complexity and legal requirements. 3.2 Independence The team shall include competent persons and shall avoid conflicts that could compromise objectivity. 3.3 Terms of Reference The scope, responsibilities, reporting time and required specialist support shall be defined.	PM / SHO / HOD	Investigation appointment record
4	<u>Information Collection</u> 4.1 Interviews Witnesses and involved persons shall be interviewed promptly in a fair and non-blaming manner. 4.2 Documents The team shall review JSA, methods, PTW, training, competency, maintenance, inspections, instructions and previous events.	SHO / SSS / SC / Supervisors / Workers	Witness statements; Document review checklist

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Step	Activity	PIC	Reference
	4.3 Conditions The investigation shall consider supervision, workload, communication, design, equipment, environment and organisational factors. 4.4 Chronology Available evidence shall be used to establish the event sequence and identify gaps or conflicting information.		
5	<u>Cause Analysis</u> 5.1 Immediate Causes Unsafe conditions, actions and failed barriers directly connected to the event shall be identified. 5.2 Underlying Causes The team shall examine planning, competence, maintenance, procurement, supervision, communication and change management. 5.3 Root Cause The analysis shall identify system causes that allowed the event to occur or remain uncontrolled. 5.4 Learning Conclusions shall be supported by evidence and shall not rely only on individual blame.	SHO / HOD / PM	Cause analysis worksheet
6	<u>Corrective Action and Report</u> 6.1 Action Actions shall address identified causes and follow the hierarchy of controls where applicable. 6.2 Assignment Each action shall have a PIC, due date, required resources and completion evidence. 6.3 Report The report shall describe the event, evidence, analysis, causes, conclusions and corrective actions. 6.4 Approval The completed report shall be reviewed and approved according to event severity and Company authority levels.	PM / SHO / HOD / SSS	Investigation report; OHSMS-10V

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Step	Activity	PIC	Reference
7	<u>Communication and Effectiveness</u> 7.1 Communication Relevant lessons and control changes shall be communicated without disclosing unnecessary personal information. 7.2 Follow-up The SHO and responsible HOD shall monitor action completion and escalate overdue items. 7.3 Effectiveness Completed actions shall be checked to confirm that causes are controlled and no new hazard has been introduced. 7.4 Trend Review Incident data and recurring causes shall be analysed for wider improvement across projects and departments.	SHO / HOD / PM / SC	OHSMS-09S; OHSMS-10W

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
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