



INCIDENT INVESTIGATION POLICY

Purpose

International Institute of Technology and Management Education is committed to ensure that all incidents are reported and investigated according to the injury, or injury potential of an event, in accordance with company policy and local HSE legislation. This will help to control further losses of human and material resources by identifying and correcting unsafe acts and conditions that lead to an incident.

This policy applies to all work-related incidents and those that affect company employees and others who are performing work for the company.

Policy

International Institute of Technology and Management Education shall ensure that, where practicable, incidents or incidence of work-related ill health, dangerous occurrences and near misses will be investigated by suitably trained staff. Incident investigation is not a means of determining fault or apportioning blame.

International Institute of Technology and Management Education requires all employees to immediately report all incidents to their supervisors which further shall be reported to management to ensure timely reporting and submission. Each incident that results in employees' injury or has a potential for employees injury will be analyzed to determine root causes (ie., underlying causes that, if removed, would have prevented the incident) and contributing factors, and the analysis will be used to recommend corrective actions to eliminate the risk of future incidents.

International Institute of Technology and Management Education shall:

- Ensure that all necessary information in respect of the incident is collated.
- Understand the sequence of events that led to the incident.
- Identify the unsafe acts and conditions that contributed to the cause of the incident.
- Identify the underlying causes that may have contributed to the incident.
- Ensure that effective remedial actions are taken to reduce the risk of any recurrence.
- Enable a full and comprehensive report of the incident to be prepared and circulated to all interested parties.
- Enable all statutory requirements to be adhered to

This policy will apply to all incidents involving employees, visitors, members of public and contractors.

The policy will be monitored and reviewed on an annual basis by the SCS Management. They will be responsible for implementing this policy to eliminate recurrences of incidents and learning from the incidents too.