



QASF Co. Ltd.

DOCUMENT COVER PAGE

Road No. 12,
Dong Xuyen Industrial Park,
Rach Dua ward,
Vung Tau City,
Vietnam.
Tel/Fax : +84 64 614299

Document Title **ACCIDENT & INCIDENT REPORTING**

Document Number **HSE-03**

Included Forms **Cor**

Department **Engineering**

Type **Procedure**

Revision **0**

Date **23 April 2023**

Responsible person(s) **Engineering Manager**

APPROVAL

NAME: _____ POSITION: _____

SIGN: _____ DATE: _____



ACCIDENT & INCIDENT REPORTING

1 INTRODUCTION

- 1.1 By following this accident reporting and investigation procedure, QASF Company Ltd can effectively identify and address the causes of accidents, prevent future incidents and ultimately enhance workplace safety.
- 1.2 Reportable incidents should be recorded as close to the time of the incident as possible.
- 1.3 As much information should be recorded in order to achieve suitable corrective actions.
- 1.4 Photo and video evidence shall be recorded as necessary.

2 REVISIONS

Rev.	Date	Nature of Changes	Approved By
0	23.4.23	Issued for Use	NHD

3 PROCEDURE

- 3.1 Secure the Accident Scene and Provide Immediate Care
 - 3.1.1 Ensure the safety of all employees and provide necessary medical attention to any injured persons.
 - 3.1.2 Isolate and secure the accident site to prevent further injuries or damage and preserve evidence for investigation.
- 3.2 Notify Relevant Parties
 - 3.2.1 Immediately inform supervisors, safety officers, and management about the accident.

NAME	PHONE NUMBER	NOTE
Nguyen Huu Doan	0949 121258	
Steven Fairweather	0975 069460	First Aid
Trang Long	0937200038	Safety Officer
MEDIC SAIGON CLINIC (KCN DONG XUYEN)	0946535115	First Aid



- 3.1 Investigation
 - 3.1.1 Interview the injured employee(s) and/or witnesses as soon as possible to obtain their accounts of the incident.
 - 3.1.2 Collect physical evidence, take video/photographs, and document the accident scene thoroughly.
 - 3.1.3 Review relevant documentation, safety protocols, training records, equipment maintenance logs, and previous incident reports.
- 3.2 Analyze the Facts
 - 3.2.1 Determine the sequence of events leading up to the accident, identifying any unsafe conditions, behaviors or actions that may have contributed.
 - 3.2.2 Conduct a root cause analysis to uncover underlying systemic issues, such as inadequate safety programs, policies, or procedures.
- 3.3 Develop Corrective Actions
 - 3.3.1 Based on the investigation findings, identify corrective actions to prevent similar incidents from occurring in the future.
 - 3.3.2 Corrective actions should be specific, constructive, and address the root causes identified in the investigation.
- 3.4 Prepare an Accident Investigation Report (See Section 4)
 - 3.4.1 Document the findings, including a detailed description of the accident, the sequence of events, contributing factors, and recommended corrective actions.
 - 3.4.2 Include supporting evidence, such as photographs, diagrams, and witness statements.
- 3.5 Implement and Monitor Corrective Actions
 - 3.5.1 Assign responsibilities and set deadlines for implementing the corrective actions.
 - 3.5.2 Regularly monitor and evaluate the effectiveness of the implemented measures, making adjustments as needed.
- 3.6 Communicate and Train
 - 3.6.1 Share the investigation findings and corrective actions with all relevant parties, including employees, supervisors, and management.
 - 3.6.2 Provide training to employees on any new safety procedures or equipment resulting from the investigation.
- 3.7 Continuously Improve Safety
 - 3.7.1 Regularly review and update safety policies and procedures based on the lessons learned from accident investigations and industry best practices.
 - 3.7.2 Foster a strong safety culture by encouraging employee involvement, providing ongoing training, and recognizing safe work practices.



4 FORMS

Accident and Incident Report



QASF Co. Ltd.

ACCIDENT AND INCIDENT REPORT

Road No. 12,
Dong Xuyen Industrial Park,
Rach Dua ward,
Vung Tau City,
Vietnam.
Tel/Fax : +84 64 614299

Report No:

PROJECT No. DEPARTMENT OR LOCATION			
INCIDENT SUMMARY			
DATE & TIME		REPORTING PERSON	

TYPE OF INCIDENT

PERSONNEL	EQUIPMENT	PRODUCTS
	Repairable	Repairable
	Cost Impact?: No	Cost Impact?: No

DESCRIPTION OF INCIDENT:

LOCATION	
PERSONS INVOLVED	
EQUIPMENT INVOLVED	
PRODUCTS INVOLVED	
HAS THE INCIDENT HAPPENED BEFORE?	
WERE EMERGENCY SERVICES CALLED	
ROOT CAUSE DESCRIPTION	
IMMEDIATE ON-SITE CORRECTIVE ACTION	
LONG TERM CORRECTIVE ACTION	
FINAL ROOT CAUSE ASSESSMENT	