

## **ACCIDENT\INCIDENT REPORTING, HANDLING AND INVESTIGATION** **POLICY**

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence while at work site or company provided accommodation.

It is the policy of the company to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported and handled according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus: -

**Accident:** - "any unplanned event that results in personnel injury or damage to property, plant or equipment.

**Near-miss:** - "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

### **Accident:**

All accidents must be reported to company's senior management.

All accident will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the Senior Management, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

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## **Reporting and Investigation Procedure: - Employees**

1. An accident shall be communicated by the injured person or colleague or site in charge immediately after the incident to the immediate manager of the injured person, who should then handle and investigate the incident and submit report to senior management.
2. The Concerned Manager will then: -
  - Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences as per construction site HSE policies are met.
  - Complete Accident Report and record the findings of the subsequent investigation.
  - Discuss the accident and the contributory factors with the senior management
  - Senior management based on investigation, if necessary, instigate any disciplinary proceedings.
  - Ensure the Accounts Department have been informed that the accident occurred to enable their procedures to be implemented.
3. Senior Management will then: -

Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

### **N.B.**

1. Investigation of an alleged accident does not necessarily supersede sick leave policy. This will depend on the result of the investigation.
2. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

## **Reporting and Investigation Procedure - Visitors / Contractors**

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

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All injuries must be reported as per construction site policies, however minor. The Company takes the responsibility for notifying reportable accidents, therefore the Company's Manager must be informed immediately.

### **Reporting and Investigation Procedure - Damage / Theft:**

All accidents / incidents which result in the loss or damage of plant, equipment or vehicles but not necessarily personal injury must be recorded as "Damage or Loss Report" and passed to the concerned Manager without delay.

Where this incident results in any injury to a third party the concerned Manager must be informed immediately as it may be necessary to report the incident by telephone to the UAE authorities. Should the concerned Manager not be available, due to annual leave, etc. this responsibility will pass to the Administration Manager.

### **Handling of Accident\Incident:**

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate Manager is informed immediately by injured person or site in charge with clear details of accident.
2. Obtain treatment for any injury from work location\construction site first-aider.
3. Medical Help or ambulance shall be called based on advice from certified first aider.
4. Site Safety Manager or Injured employee or colleague accompanying injured person shall refer and coordinate with injured person manager for necessary assistance related to reporting, insurance facilitation, hospital coordination and reporting to UAE authorities as applicable.
5. Concerned manager shall visit the injured employee and obtain\record details of the incident. Concerned manager shall further follow and obtain details of incident from site team. This incident investigation shall be followed by filling of incident reporting form and submission to senior management with 72 Hrs. of incident.
6. Ensure that the area is made safe and poses no risk to other personnel (except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).
7. Inform the injured person's relatives (or a responsible person) of the incident.
8. Keep the company informed of any after-effects, including periods of incapacity for work.



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### **SUMMARY:**

All personnel on site must report accidents and near-miss incidents whilst working on behalf of the company.

The four most important steps are:-

- \* Ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- \* Remove residual hazards that may pose a risk to others.
- \* Fence off the undisturbed scene of a serious incident pending investigation.
- \* Notify management of incapacity for work that results from an injury sustained during a work activity.



Malik Danish Naveed  
General Manager



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## Environment Policy

At Dynamic we recognize our responsibilities towards the global environment in which we carry out our business. Dynamic's core environmental strategy is to improve the efficiency of its economic and environmental footprint for our shareholders, colleagues and customers.

This is achieved through optimizing our hire supply chain and maximizing asset rental utilization for both customers and Dynamic, supported by purchasing and pro-active management of environmental risk.

At dynamic we are committed to:

- Meeting the standards imposed by U.A.E Environmental Legislation and self-imposed Corporate Policies/standards relating to the environment.
- Managing environmental risk through continual improvement in performance demonstrating compliance with ISO14001 and within the framework of our environmental management system.
- Setting of environmental objectives and targets and enabling colleagues to achieve them through strategic deployment of training and visibly felt leadership at all levels
- Developing environmentally efficient depots and transport frameworks.
- Continually adopt high standards using latest technology and 'BEST AVAILABLE TECHNIQUES' (BAT) in order to make us as environmentally and sustainable as possible
- Minimize the overall impact of our hire fleet through maximizing utilization.
- Responsibly source plant and equipment by partnering with our manufacturers to continually search for best available standards.
- Promote good neighbor policies to minimize and respond to any adverse environmental effects we may have on others and the environment.



## Health and Safety Policy

At Dynamic Group of Companies our aim is to create a culture where everybody has a right to STOP and find a SAFER way, and to show a genuine concern for the Health and Safety of all Hewden colleagues. We do this through our Core Values:

- a. **Zero Harm** – We are serious about targeting zero harm to our colleagues, customers, communities, the environment, our financial strength and ultimately our brand reputation.
- b. **Culture** – How we feel about Dynamic, the decisions we take that make a difference to the teams we work with, we trust and believe in our colleagues, treating them like family and friends
- c. **Accountability** – Understanding our accountabilities and delivering on them, willing to step forward and make a difference to our customers

Compliance with the law is not optional. As a minimum we will comply with all regulatory and legislative requirements and adhere to our own policies and standards relating to safe working practices.

Our leadership team actively promote a Zero Harm culture where the belief is that nothing we do is more important than keeping colleagues safe. This is demonstrated through visibility felt leadership and the challenge to constantly drive high standards with the ongoing belief that health and safety is a core management responsibility.

Leaders at all levels of our business engage our colleagues in the pursuit of our Zero Harm. This engagement encourages an environment of active involvement to assess and manage risk effectively in all areas.

Health and Safety training and information is provided to all colleagues to improve Health and Safety knowledge and awareness. Colleagues have an essential role to play through the reporting of unsafe acts and conditions and actively participating in Health and Safety, with the leadership team identifying risks to adopt a safety way.

All colleagues are responsible for achieving policy objectives and targets and will be supported by the Hewden leadership team who will provide governance, direction and advice around key strategies that Hewden adopt.

We are committed to continual improvement and review this policy in conjunction with the Health and Safety Management System annually or as future health and safety best practice and legislation dictate.





## Quality Policy

At Dynamic our aim is to deliver a unique multi specialist rental service in target markets, driving value for our customers and owners through disciplined execution of operational excellence and service innovation. This will be driven through Dynamic's Core Values and underpinned by a Safety culture where 'we don't hurt people and all colleagues have a right to STOP and find a SAFER way.

We do this through our Core Values:

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c. **Accountability** – Understanding our accountabilities and delivering on them, willing to step forward and make a difference to our customers

In pursuit of this strategy, it is our policy to manage all aspects of our business diligently and, to adhere to procedures and working practices relating to quality which meet the requirements and comply with ISO 9001 and our Quality Management System.

We strive for continuous improvement by the setting of quality objectives and targets to develop a Zero Harm culture, which puts the customer first challenges inconsistency and strives for right first time performance.

All colleagues have an essential part to play in identifying ways in which that we can continuously improve our customer service. Our business leaders will actively encourage a culture where our colleagues feel engaged in delivering an excellent customer experience.

We ensure that our colleagues are be supported by providing the necessary work environment, training and resources to ensure that we are efficient in order to improve the customer experience and performance.

Dynamic through effective communication with all colleagues will ensure this policy is fully understood and realized through effective leadership and continual training.

