







EHS Guidance Notes



GN # 02 – Accident Investigation & Reporting

Environment, Health and Safety
Ports, Customs & Free Zone Corporation

		
<p>PROCEED TO THE LOCATION OF ACCIDENT</p>	<p>CALL AMBULANCE / FIRE BRIGADE</p>	<p>INFORM RELEVANT PEOPLE</p>
<ul style="list-style-type: none"> ▪ Immediately proceed to the location of an accident as soon as you receive the information / call. ▪ Assess the situation. ▪ Find out the type of emergency. ▪ Check out if anyone is injured. ▪ If minor injury provide first aid. 	<ul style="list-style-type: none"> ▪ Do not panic. ▪ Call the concerned emergency services if accident is serious. ▪ Police - 999 ▪ Ambulance - 998 ▪ Fire brigade - 997 <p style="margin-left: 20px;">} Except for Palm Jumeirah</p> <ul style="list-style-type: none"> ▪ For an emergency at Palm Jumeirah, please call 04 8833111. 	<ul style="list-style-type: none"> ▪ Inform relevant Project /Construction Manager. ▪ Inform relevant EHS Manager / Engineer, or on EHS emergency telephone no 04 8833111. ▪ Ensure that all the reportable accidents / diseases as described under EHS guidelines point no 5.10.1 & 5.10.3 are reported to EHS.
		
<p>CORDON OFF THE AREA</p>	<p>COLLECT EVIDENCE & INVESTIGATE</p>	<p>REPORT TO EHS</p>
<ul style="list-style-type: none"> ▪ Cordon off the accident area by using PVC tape & cones. ▪ Do not allow unauthorized access. ▪ Ensure that the scene of the accident is not disturbed until full investigation has been completed. 	<ul style="list-style-type: none"> ▪ Collect evidence before it is moved or altered. ▪ Take necessary photographs. ▪ Speak to eyewitnesses and collect facts. ▪ Note down the time and other details as necessary. ▪ Report facts to ensure rumors & false information are not spread. 	<ul style="list-style-type: none"> ▪ Report the accident to EHS, PCFC with Form no – EHS/CS/007/AIN within 24 hours of the accident. ▪ If the worker is absent from work for more than 3 days than it will be termed as reportable accident. ▪ Do not hide any accident or information. ▪ Fax no of EHS is 04 – 8813105.