

AIMS COLLEGE OF BUSINESS AND IT
(PVT) LTD

ACCIDENT POLICY



This is a sub-policy of AIMS's main Health and Safety Policy Statement

1. Overview

The goal of this policy is to provide advice on the rules that apply to the reporting of all work-related accidents, incidents, dangerous occurrences, ill-health, and violent events that occur on AIMS premises or elsewhere, with or without injuries. Accidents and events involving personnel, students, and visitors, including contractors, are included. These must be reported to the Head of Faculty or Department/Director of Service, as well as the Health and Safety Officer (HSO), using the accident/incident report form linked in this article.

In the event of a significant accident or incident, the incident must be immediately reported by phone to the Head of Faculty or Department/Director of Service, who will notify the HSO to organize a comprehensive investigation. The HSO should be consulted to determine if the event should be reported to the Compliance and Risk Committee. If the accident or event happens outside of normal business hours, notify the Security Officer-in-Charge. The place where the major accident/incident happened shall be left untouched, i.e., as it was at the time of the event, with the exception of an attending to the wounded person. The Head of Faculty or Department or Director of Service/Security Officer-in-Charge will initiate any necessary follow-up action, including the completion of applicable paperwork. Action is required to prevent such situations in the future, including the completion of applicable documents. The HSO may conduct an investigation at their discretion or at the request of a relevant person, such as the Head of Faculty or Department or Director of Service.

2. Definition of terms

- **Accident:** Any unforeseen incident that causes injury.
- **Reportable work-related illnesses:** Illnesses that must be reported to the Health and Safety Officer.
- **Dangerous Occurrence:** An event that does not result in reportable harm but obviously could have (See Appendix 2). This might also be called a reportable near miss.
- **Fatality:** Death of a person
- **A serious accident** is a big event that necessitates a response that goes above and beyond the norm. Resulting from uncontrolled developments having the potential to inflict

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several significant injuries, ill health or loss of life, serious disruption or extensive property damage, either inside or outside the business.

- **Specific injuries:** A specific injury may include arm or leg fractures or loss of consciousness (See Appendix 1).
- **Minor injury:** Examples of minor injuries include cuts, abrasions, bruises, and fractured fingers.
- **Near Miss:** A potentially dangerous incident or situation that does not cause harm or illness but has the potential to do so.
- **Over seven-day absence:** A member of staff has been absent from work or has been unable to perform their usual duties for more than seven days, including weekends, due to occupational illness or an accident.
- **Violent Incident:** Physical or verbal attack or threat of physical or verbal assault

4. Procedure for Reporting Accidents At AIMS

Head of Faculty or Department or Director of Service on receiving notifications of a serious accident, fatality, dangerous occurrence, or serious incident, Head of Faculty or Department or Director of Service will attend the incident location, or send an appropriate representative, to conduct an initial investigation of the incident and will notify the following of the accident or incident:

- Board of Governance
- Compliance and Risk Committee
- Health and Safety Officer

After obtaining a notification, the HSO will advise and help as needed, attending the location if necessary.

All AIMS work-related accidents, incidents, dangerous occurrences, near misses, ill-health occurrences, and violent incidents involving staff, students, or visitors must be reported to the Head of Faculty or Department or Director of Service via the accident/incident form.

Accident/Incident Form

The accident/incident form must be filled out as soon as possible after the incident occurs. The form can be filled out by any knowledgeable person; it does not have to be filled out by the injured party.

The completed accident/incident report form should be forwarded to the Head of Faculty or Department or Director of Service, who will initiate, if necessary, an accident investigation and then forward the form to the HSO with full details of the investigation's outcome and which, if any, corrective measures have been implemented to prevent similar accidents or incidents in the future. Alternatively, the HSO might be asked to conduct the investigation.

Appendix 1

Reportable specified injuries:

- Fractures other than to fingers, thumbs, and toes;

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- Amputation of an arm, hand, finger, thumb, leg, foot, or toe;
- Any injury likely to result in permanent loss of sight or reduction in sight in one or both eyes;
- Any crush injury to the head or torso, causing damage to the brain or internal organs;
- Any burn injury (including scalding)
 - a) Covers more than 10% of the body
 - b) Causes significant damage to the eyes, respiratory system or other vital organs;
 - any degree of scalping which requires hospital treatment;
 - unconsciousness caused by head injury or asphyxia;

Appendix 2

Reportable dangerous events

- the failure of any closed vessel or associated pipework (other than a pipeline) where that failure could cause death;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary; load-bearing elements of lifts and lipping equipment collapsing, overturning, or failing;
- unintentional discharge of a biological agent capable of causing serious human sickness;
- failure of industrial radiography on equipment or vibrating tools to de-energise or return to its safe position as per the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure, damaging, or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- risky incident at a pipeline that might result in personal harm or pipeline shutdown for more than 24 hours;

Note: other categories of dangerous occurrences apply to mines, quarries, related transport systems (railways, etc.), construction, and offshore workplaces.

Appendix 3

Reportable work-related illnesses:

- Cramp of the hand or forearm: caused by repeated movement of the fingers, hand, or arm;
- Occupational dermatitis: caused by exposure to a known skin sensitizer or irritant;
- Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitizer;
- Hand Arm Vibration Syndrome: Occurs when a person's job requires them to use percussive or vibrating tools on a regular basis, or to hold materials that are subject to percussive procedures or processes that cause vibration.
- Occupational asthma: occurs when a person's job requires considerable or frequent exposure to a recognized respiratory sensitizer.
- Tendonitis or tenosynovitis: in the hand or forearm, if the person's job is physically demanding and requires repetitive motions;
- Any occupational cancer;
- Any illness caused by occupational exposure to a biological agent.