Escalation and comms

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If the incident is an actual level 4 or 5 or early indications are it is a Lost Work Case then using the template in [GU612, page (61)](file:///F:/Chris%20work/Accident%20investigation/pr1418/Incident%20investigation%20folder%20MSE54/GU612%20template%20v11.doc) the incident needs escalating via email immediately to the list below within 16 hours.

*Incident Owner, Director, HSE Teamleader, MSE5, MSE52, MSE54, MSE2 (Environmental only), MSE13 (Road traffic incident only), MSE4 (Process safety incident only for Tier 1,2*

The email shall be sent the same day of the incident and should only include known facts. Avoid any speculation. The MSE5 team will create a draft notification and after agreement with the Incident Owner the notification will be issued to the appropriate person for publishing as per the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Issued by** | **Published to** | **Deadline** |
| Actual 4/5 incident or High Potential | Managing Director | Ministry, Shareholders, Employees | 48 hours |
| Non Accidental Death | Director | Employees, Shareholders | 48 hours |
| Significant Environmental Incident | MSE2  Director | Ministry of Environment and Climate Affairs  Employees | 24 hours  48 hours |
| Lost workday case | Director | Employees | 48 hours |
| Tier one process incidents | Director | Employees | 48 hours |
| Radiation exposure incident | Director | MSE2 ADVISE |  |
| Electrical incident | CHECK |  |  |

All PDO incidents, including near misses which have or could have caused injury or harm need uploading in FIM within 24 hours after determining the actual incident severity and potential risk rating.

For serious incidents(actual severity 3 or medium potential incidents or above ) an investigation team should be deployed to the incident scene to conduct the ‘on-scene’ investigation within 24 hours.

For more in-depth guidance see PR1418 page 16. **End of guidance**