Investigation teams – who?

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The Incident Owner shall create the investigation team led by an investigation team leader appropriate for the

incidents actual severity and potential risk rating. The incident ownership can be delegated as per the table below based on the *potential* risk color and the *actual* severity of the incident.

|  |  |
| --- | --- |
| **Limit to Delegation** | **Potential risk colour/Actual severity** |
| First a Line Supervisor | Blue / (0,1or 2) |
| Section Head | Yellow / (2 or 3) or Blue / 3 |
| Asset Manager (Director minus one) | Blue / 4 or Yellow / 4 or Red /(3 or 4)  |
| No Delegation Permitted (Director) | Yellow /5 or Red /5 |

Investigation and reporting of a non-accidental death may be delegated to the Section Head level provided that there are no apparent unusual circumstances surrounding the death.

#### Investigation team membership: Contractor incident

|  |  |
| --- | --- |
| **Potential risk classification** | **Minimum investigation team** |
| Low | Contractor HSE Adviser, Contractor Operational Manager, Contract Holder, PDO Area HSE Adviser |
| Medium | Department Head/Area Team Leader, Contract Holder, Contractor HSE Manager, Contract Manager, PDO Area HSE Adviser, Directorate HSE Team Leader. |
| High | Contractor CEO/MD, Contract Manager, Department Manager, Contractor HSE Manager, Contract Holder, Directorate HSE Team Leader, Directorate PDO Director, Department Manager, MSE54, Tripodian |

#####  Investigation team membership: PDO operations incident

|  |  |
| --- | --- |
| **Potential risk classification** | **Minimum investigation team** |
| Low | Section Head, PDO responsible Supervisor,  |
| Medium | Department Head or Area Team Leader, PDO Area HSE Adviser, Directorate HSE Team Leader. |
| High | Directorate PDO Director, PDO Department Manager, PDO Local Department Manager, PDO Area HSE Adviser, Directorate HSE Team Leader, MSE54, Tripodian |

If specific expertise is required the investigation team leader should contact the relevant Corporate or Unit Functional Discipline Head to seek support.

For example,

Transport and materials handling related incidents UWL

Road Safety MSE1

Health related Incidents MCOH

Food poising MCPH

Environmental MSE2

Other assistance is also available from outside of PDO through various contractor organisations with experience in various types of incident investigation. MSE department can assist in identifying suitable contractors if required.

For more in-depth guidance see GU612 page 27.

**End of guidance**