Boafo Nsa

CIVIL WORKS · GHANA

Incident Report & Investigation

INJURY · NEAR MISS · DAMAGE · ENVIRONMENT · ROAD TRAFFIC · COMMUNITY

INCIDENT NO.

DATE REPORTED

STATUS OPEN / CLOSED

PART A Initial notification

COMPLETE AND SUBMIT WITHIN 24 HOURS

01 Incident details

PROJECT / CONTRACT NAME

CONTRACT NO.

EMPLOYER / CLIENT

DATE AND TIME OF INCIDENT

DATE AND TIME REPORTED

REPORTED BY (NAME, ROLE)

EXACT LOCATION / CHAINAGE / GPS

WORK AREA OR ACTIVITY AT THE TIME

SHIFT ☐ Day ☐ Night

LIGHT ☐ Daylight ☐ Artificial ☐ Poor

WEATHER ☐ Dry ☐ Rain ☐ Wind

GROUND ☐ Dry ☐ Wet ☐ Uneven

02 Type of incident

- ☐ Injury or ill health
- ☐ Near miss
- ☐ Dangerous occurrence
- ☐ Plant or equipment damage
- ☐ Road traffic incident
- ☐ Fire or explosion
- ☐ Spill or pollution
- ☐ Utility strike (cable, pipe)
- ☐ Structural or excavation collapse
- ☐ Dropped or swinging load
- ☐ Theft or security
- ☐ Community complaint or damage

Sexual exploitation, abuse or harassment (SEAH): do not record names or details on this form. Pass the report in confidence to the SEAH focal point the same day and follow the survivor-centred procedure.

03 Severity and risk classification

Rate the worst credible outcome, not only what happened

ACTUAL OUTCOME

☐ Fatality ☐ Lost-time injury ☐ Restricted work ☐ Medical treatment ☐ First aid ☐ No injury

ACTUAL SEVERITY (1–5)

POTENTIAL SEVERITY (1–5)

LIKELIHOOD OF RECURRENCE (1–5)

POTENTIAL RISK SCORE (S × L)

INVESTIGATION LEVEL

☐ Basic (supervisor) ☐ Full (HSE manager) ☐ Independent

Investigation level by potential risk score: 1–4 basic · 5–14 full · 15–25, any fatality or any lost-time injury: independent, led by senior management.

LIKELIHOOD ↓ / SEVERITY →	1 MINOR	2 MODERATE	3 SERIOUS	4 MAJOR	5 SEVERE
5 ALMOST CERTAIN	5	10	15	20	25
4 LIKELY	4	8	12	16	20
3 POSSIBLE	3	6	9	12	15
2 UNLIKELY	2	4	6	8	10
1 RARE	1	2	3	4	5

04 People involved

Attach signed witness statements

NAME	ROLE / TRADE	EMPLOYER own / subcon. / public	EXPERIENCE yrs in role	INDUCTED Y / N	INJURED Y / N	NATURE OF INJURY	BODY PART	DAYS LOST

WITNESS NAME	EMPLOYER / CONTACT	STATEMENT TAKEN Y / N · ref.	WHAT THEY SAW summary

05 Description of the incident

WHAT HAPPENED? FACTS ONLY: WHO, WHAT, WHERE, WHEN, IN SEQUENCE

SKETCH, PLAN OR PHOTO REFERENCES (MARK POSITIONS, PLANT, DIRECTION OF TRAVEL)

PHOTOS TAKEN (NO. / REF.)

CCTV / DASHCAM

06 Immediate actions taken

FIRST AID GIVEN BY

TAKEN TO (CLINIC / HOSPITAL)

TRANSPORT USED

TIME ARRIVED

SCENE MADE SAFE AND PRESERVED
☐ Yes ☐ No ☐ Not needed

WORK STOPPED
☐ Activity ☐ Whole site ☐ No

DRUG AND ALCOHOL TEST
☐ Done ☐ Refused ☐ Not required

PLANT ISOLATED / TAGGED OUT
☐ Yes ☐ No ☐ N/A

07 Injury details

Leave blank if nobody was hurt

☐ Fracture
☐ Burn (heat / chemical)
☐ Head injury
☐ Cut / laceration
☐ Eye injury
☐ Amputation
☐ Bruise / crush
☐ Electric shock
☐ Poisoning / inhalation
☐ Sprain / strain
☐ Heat stress / exhaustion
☐ Other:

FIT TO RETURN
☐ Yes ☐ Restricted ☐ No

DOCTOR / MEDICAL REPORT REF.

WORKMEN'S COMPENSATION FORM

EXPECTED DAYS OFF WORK

08 Damage and environmental impact

PLANT / VEHICLE / PROPERTY	FLEET / REG. / OWNER	DAMAGE DESCRIPTION	ESTIMATED COST GHS	INSURER NOTIFIED Y / N · claim ref.

SUBSTANCE RELEASED

ESTIMATED QUANTITY (LITRES / M³)

AREA AFFECTED (M² / WATERCOURSE)

CONTAINED / CLEANED UP
☐ Yes ☐ Partly ☐ No

09 Notifications

Check the contract and insurance policy for exact deadlines

PARTY	REQUIRED when	DATE / TIME NOTIFIED	BY WHOM	METHOD / REF. NO.
Site manager and HSE manager	immediately			
Client / Engineer's representative	within 24 h			
Insurer	per policy			
Factories Inspectorate (Act 328)	serious injury / dangerous occurrence			
Labour Department (workmen's comp., PNDCL 187)	per law			
Ghana Police Service (MTTD)	road traffic / crime			
Environmental Protection Authority	significant spill			
Lender / funder (e.g. World Bank ESIRT)	serious: 48 h			
Next of kin	serious injury / fatality			

PART B

Investigation and root cause

START WITHIN 48 HOURS · COMPLETE WITHIN 14 DAYS

10 Investigation team and evidence

INVESTIGATION LEAD (NAME, ROLE) _____ DATE STARTED _____ TARGET COMPLETION _____

TEAM MEMBERS _____

EVIDENCE COLLECTED

☐ Photos ☐ Statements ☐ Permits ☐ Method statement / RA ☐ Training records ☐ Plant inspection records ☐ CCTV / tracker

11 Sequence of events

From the start of the task to the scene being made safe

TIME hh:mm	EVENT / ACTION	WHO	SOURCE witness / record / photo

12 Root cause analysis: five whys

Keep asking why until you reach a cause the organisation can control

PROBLEM	STATE THE INCIDENT IN ONE SENTENCE
INCIDENT	
WHY 1?	
WHY 2?	
WHY 3?	
WHY 4?	
WHY 5?	
ROOT CAUSE	

13 Contributing factors

PEOPLE

- ☐ Not trained / competent
- ☐ Rule not followed
- ☐ Fatigue / long hours
- ☐ Rushing / shortcut
- ☐ Communication failure
- ☐ Impairment

TASK & PROCEDURE

- ☐ No method statement / RA
- ☐ RA not specific
- ☐ Permit not used
- ☐ Procedure unclear
- ☐ Change not assessed
- ☐ Poor planning

PLANT & EQUIPMENT

- ☐ Defect / poor maintenance
- ☐ Guard / alarm missing
- ☐ Wrong equipment
- ☐ No pre-start check
- ☐ Not certified
- ☐ PPE unsuitable

SITE & ENVIRONMENT

- ☐ Poor access / layout
- ☐ Weather
- ☐ Poor lighting
- ☐ Ground conditions
- ☐ Traffic / public
- ☐ Housekeeping

ORGANISATION

- ☐ Supervision inadequate
- ☐ Production pressure
- ☐ Resources short
- ☐ Subcontractor control
- ☐ Earlier warnings ignored
- ☐ Culture / reporting

Tick all that apply. Most incidents have several causes; the aim is to find the conditions that allowed the act, not only the act itself.

14 Corrective and preventive actions

NO.	CORRECTIVE / PREVENTIVE ACTION	CONTROL LEVEL E / S / En / A / P	ADDRESSES CAUSE §12 / §13	OWNER	DUE DATE	DONE date	VERIFIED BY

Control level (hierarchy of controls): E = eliminate · S = substitute · En = engineering control · A = administrative (procedure, training, signs) · P = PPE. Aim as high up the hierarchy as you can; training and PPE alone rarely prevent a repeat.

15 Lessons learned

SAFETY ALERT ISSUED ☐ Yes ☐ No

TOOLBOX TALK HELD (DATE)

RA / METHOD STATEMENT REVISED ☐ Yes ☐ N/A

SHARED WITH OTHER SITES ☐ Yes ☐ No

KEY LESSONS (WHAT WE WILL DO DIFFERENTLY)

16 Outcome

DAYS LOST (TOTAL)	DIRECT COST (GHS)	INSURANCE CLAIM REF.	RECORDABLE? Y / N	REPORTED TO CLIENT	FINAL CLASSIFICATION

17 Review and close-out

INVESTIGATION LEAD

NAME

SIGNATURE

DATE

SITE / PROJECT MANAGER

NAME

SIGNATURE

DATE

HSE MANAGER

Closes the incident once all actions are verified.

NAME

SIGNATURE

DATE

CLIENT / ENGINEER'S REP. (NAME, DATE)

DATE CLOSED

EFFECTIVENESS REVIEW DUE (DATE)

How to use this form

1. Report every incident and near miss. Part A is completed by the supervisor on the day and sent to the HSE manager and the client within 24 hours.
2. Do not move anything at the scene except to save life or prevent further harm. Take photos before cleaning up.
3. Part B looks for causes, not blame. Interview people separately, as soon as possible, and record what they say in their own words.
4. Close the incident only when every action is done and checked. Review effectiveness after three months.

ISO 45001 cl. 10.2 · ILO Code of Practice: recording and notification of occupational accidents · Factories, Offices and Shops Act 1970 (Act 328) · Workmen's Compensation Law 1987 (PNDCL 187) · World Bank ESIRT · FIDIC 2017 Sub-Clause 6.7