

Accident / Incident / Near Miss / Close Call Reporting Policy

All accidents or incidents, including near misses and Close Calls, must be reported immediately by telephone to the Responsible Line Manager or the on-call the Company representative if out of office hours. The Company representative must then inform the Rail Manager at the first possible opportunity. This must be followed up by the completion of an accident/incident form.

A close call is defined as an event that had the potential to cause injury or damage. It is not to be confused with a near miss which is an event involving a train or On Track Plant (OTP).

This policy will also be adopted with the reporting of events resulting in pollution and or damage to the environment, property and or equipment in accordance with the Company Environmental Policy. Environmental accidents and incidents will be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

KGJ Price (Railway Contractors) Ltd will ensure that all accidents and incidents affecting their staff working on Rail projects will be fully investigated in accordance with NR/L2/INV/002. The Company will exchange information and cooperate with clients to ensure accidents and incident investigations are comprehensive and produce practical recommendations.

The HSEQ Compliance Manager will report all accidents and incidents to the Client within 4 working days or to Network Rail within 5 working days for inclusion in the Network Rail SMIS (Safety Management Information Systems) database.

When applicable, the HSEQ Compliance Manager will report any event/occurrence to the HSE in accordance with the RIDDOR regulations and RIS-8047-TOM.

The Company will carry out its own investigation in accordance with NR/L2/INV/002, and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

KGJ Price (Railway Contractors) Ltd will promote a no blame culture and promote the reporting of near misses or unsafe practices.

Accident books will be maintained at all sites and completed when an accident occurs. All staff working on client sites and offices must complete local accident books.

All records will be kept for a minimum of 5 years

Accidents and incidents affecting the Company staff are discussed at management meetings

This policy and supporting arrangements will be reviewed at least once annually