**10.2 INCIDENT REPORTING AND INVESTIGATION PROCEDURE**

# PURPOSE

To ensure that all near misses and incidents are reported, recorded, corrective / preventative actions are drawn and implemented as well as lessons learn communicated. This standard is in compliance with cliental and legal requirements.

1. **SCOPE**

This standard is applicable to all near misses and incidents occurring to Titan Drilling staff whilst on duty as well as any visitors and contractors to a Titan Drilling place of work.

1. **PROCEDURE**
   1. All near misses, incidents and accidents that result or have the potential to cause personal injury, environmental or equipment damage shall be reported to the immediate supervisor and the safety personnel.
   2. The safety personnel in conjunction with the respective supervisor will investigate the incident and determine the basic and the root causes of the incident.
   3. When a significant incident has occurred, an Immediate Notification is sent out across the organization communicating to the employees for their attention.
   4. Applicable legislation as prescribed in the Guide to the Mining Regulations 1601 (1) to 1601 (4) will be adhered to when working in a mining environment.
   5. The area of which an incident occurred shall not be tampered with until all information required for the investigation process to occur has been collected.
   6. In the event that the result of an incident poses further risk and a probability of another incident, photos will be taken immediately and preventative measures will be implemented.
   7. Timelines
      1. First Aid Injury – Reported to supervisor and safety personnel by end of shift
      2. Potential Medical Treatment Case – Reported to supervisor and safety personnel within an hour and notification to be sent to all management within two (2) hours
      3. Potential Lost Time Injury – Reported to supervisor and safety personnel immediately and a notification to be sent to all management within thirty (30) minutes
      4. Environmental / Equipment - Reported to supervisor and safety personnel immediately
   8. Corrective actions and preventative measures will be drawn up and submitted to the Manager for approval. Corrective actions will detail what needs to be done to be prevent a re-occurrence, who is responsible for its implementation and the completion due date.
2. **RESPONSIBILITY**

4.1 It is everyone’s responsibility to identify, share and correct any unsafe act or condition in their area of work before an incident occurs.

4.2 In the event of any individual witnessing or is involved in an injury, illness, vehicle incident or environmental incident, it is their responsibility to immediately inform their supervisor and/or the safety personnel

* 1. Everyone shall collaborate with the investigating team in an honest manner.

1. **IMPLEMENTATION**

This procedure takes effect immediately from date of issue