



Work Procedure

Catastrophic Accident Incident

Persons with responsibility and authority are listed below.

- Senior Site Representative
- BU Manager
- Group SHEQ Director
- Senior Management
- SHEQ Dept
- Lead Accident Investigator
- HR Manager
- H&S Manager

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(Head of Department)		(Quality & Environment Manager)	
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Work Procedure

Catastrophic Accident Incident

1.0 Purpose

To ensure key personnel are aware of their responsibilities following a significant health, safety or environmental event.

This procedure was developed with the involvement of the organisation’s senior management team and technical staff, to ensure that accidents or incidents, particularly those of catastrophic nature are:

1. Thoroughly investigated;
2. Relevant findings are implemented;
3. Results are communicated throughout the organization;
4. And, to ensure the best interests of the Company are protected at all times.

2.0 Scope

This procedure applies when we are employed as Principal Contractor or Subcontractor or when we are in control of a workplace (office or workshop).

The procedure will be implemented in all instances where there has been:

1. One or more fatalities;
2. Serious injuries to personnel;
3. Significant Property damage;
4. Plant or equipment overturning;
5. Imminent and substantial endangerment to public health;
6. Significant Environmental damage;
7. An event that may result in potential catastrophic financial or reputational loss.

3.0 Definitions

GMD	Group Managing Director
Group SHEQ Director / MD	Director responsible for Safety, Health, Environment & Quality
OD	Operations Director
BU Manager / Manager	Business Unit Manager / Location Manager
Q&E Manager	Quality & Environment
H&S Manager	Health & Safety Manager
H&S Advisor	Health & Safety Advisor
HR Manager	Human Resources Manager
SSR	Senior Site Representative – which is the senior company person on site at the time of the event e.g. Foreman, Supervisors, Engineers, Lead Drillers
PC	Principal Contractor
HSE	Health & Safety Executive
EA	Environment Agency
SEPA	Scottish Environmental Protection Agency
LA	Local Authority



4.0 Procedure

When working as a subcontractor, the SSR will familiarise themselves with the requirements of what actions to take in an emergency situation. This will also be communicated to the Site team, usually at induction or when changes occur.

When working as a PC we will ensure we have suitable arrangements in place to deal with emergency situations, and these will be communicated to our client, site teams and subcontractors during induction or when changes occur. (SSR)

At all other workplaces, including offices and workshops, the management for that location must ensure that their staff, visitors and subcontractors understand what actions to take in an emergency situation. (BU Manager)

Annual testing will be undertaken to ensure the requirements contained within this procedure are effective and understood by all parties.

Following a test of this procedure, any recommendations will be communicated to the BU Manager(s), Senior Management and H&S Department. If changes are required following the test these will be communicated across the Company by the H&S Department. (Group SHEQ Director)

5.0 Implementation of the CAI

In the event of one of the incidents (as specified in 2.0 Scope) occurring at one of our work sites or work places, the following actions will be implemented immediately:

- All works must cease on the affected site or work place; Emergency Services to be contacted immediately (if required).
- Plant and equipment must be made safe and not moved unless it is likely to endanger others including rescue personnel.
- The area is to be cordoned off to prevent unauthorised access, or contamination of any evidence that would support a future investigation.
- The SSR will direct key members of staff to give assistance to control and manage the scene of the accident / incident.
- The SSR will implement the Communication Process Flow Chart as indicated in Section 5.
- All site staff and subcontractors are to be directed to the relevant assembly point.
- A register of personnel on site is to be taken at the assembly point.
- Under no circumstances is anyone to leave the site unless they have been given permission to do so by the client, SSR or Emergency Services. This is so that potential witnesses to the incident can be identified and give their account during the initial investigation phase.

Under no circumstances are any staff / employees or subcontractors permitted to speak to, or be interviewed, by the Press. Any questions that are directed to BSHEL office staff, site staff or subcontractors from external agencies including the Press are to be redirected to the SSR who will then contact the company commercial manager, Andy West in the first instance (details below):

Email: andy.west@bacsol.co.uk
Office Telephone: 01276 674976
Mobile Telephone: 07870 246926



VIBRO MENARD



BACHY SOLETANCHE



SOIL ENGINEERING

Work Procedure

Catastrophic Accident Incident

In the event of a Catastrophic Accident/ Incident the Senior Management team MUST engage external legal assistance. Where legal advice is taken, the Company will be able to claim legal professional privilege ("LPP") over any documentation, any reviews or analysis produced as part of the investigation and created in anticipation of litigation. No document should be created, or witness statements taken, until an external Legal Team has been instructed.

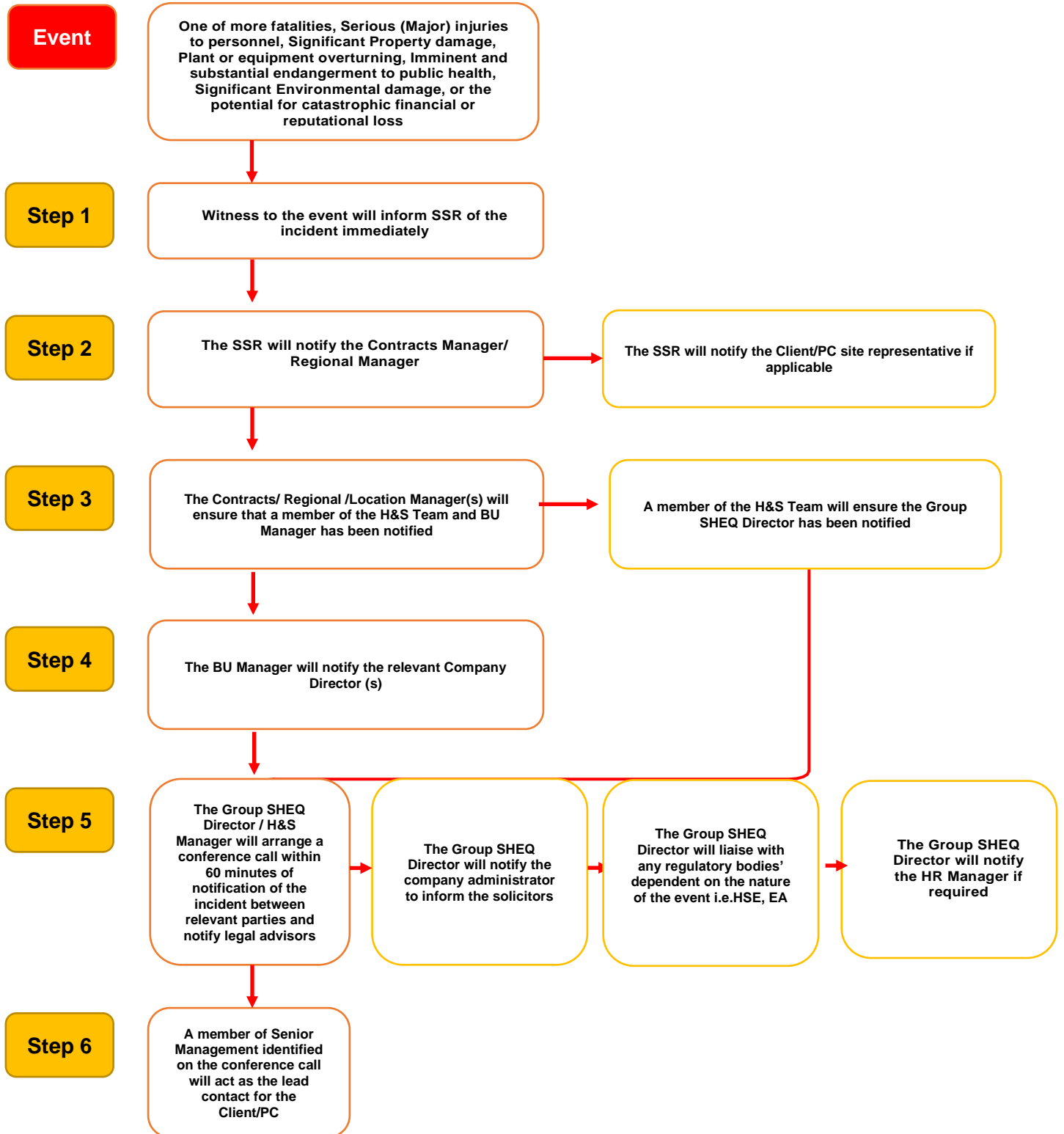
An Email will be sent by the company to the external legal team immediately to record their instruction and to provide initial advice to the Company.

In the event of the Police, HSE (under caution or otherwise) or other body requesting a formal statement, Senior Management will consult with the external legal team to advise if legal representation is required.

It is recommended that members of staff / employees or subcontractors' personnel do not give any formal statement to the police, client or other body unless they have been advised to by Senior Management.



6.0 BSHEL Communication Process



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Following the incident the SSR will co-ordinate the collation of the documentation as per the requirements of [GSUP-BACH-SAF-WP-645](#) (SAF PRO 01).

A senior member of the BU management team and a member of the SHEQ Department will attend site as soon as possible, as identified on the conference call, to commence the investigation (under the direction of external legal advisors where appointed).

If during the investigation criminality is suspected at any part, this information must be passed to the lead accident investigator who will inform the relevant bodies (Police, HSE or EA).

In the event of a serious incident or fatality, and after a respectable period (to be advised by HR), representatives from BU Management are to attend hospital or the family home. (HR Manager)

We expect that all information and findings obtained from the investigations will be passed to the relevant authorities as well as company insurers. No information shall be withheld unless disclosure of the information conflicts with the best interest of the company. (SHEQ Director/ Legal Advisor)

Following the initiation of the CAI, a review of the procedure will be undertaken by the H&S Manager to ascertain the effectiveness within 30 days and updated if required.

Any relevant safety alerts or bulletins will be distributed across the company and relevant trade bodies by the H&S Manager

7.0 Referenced Documents

[GSUP-BACH-SAF-WP-645](#) (SAF PRO 01)

Accident / Incident Investigation