

CONTROL OF REVISIONS

Initial emission – 10/11/20XX

1 - OBJECTIVE

Define the actions to be taken to deal with “near accident” incidents, incidents with accidents that cause injury, illness or death.

2 – RESPONSIBILITIES

OH&S Manager
Labor Commission
OH&S Technician

3 – TREATMENT OF ACCIDENTS

3.1 – Treatment of quasi-accidents (there was no injury or illness)

When a “near-accident” occurs with an employee, he or she can register or request a member of CIPA and / or SESMT, assistance for registration in the “Near Accident Form - FQA”, which is available on display in the sectors. After registration on the form, it must be deposited on the display. Every day, the Safety Technician collects the form and fills in the “Quasi-Accident Report - RQA” based on the report and does an investigation with the participation of one or more CIPA members in loco to identify the cause and applicable actions.

At the CIPA monthly meetings, the RQA's are presented for analysis by the group at the meeting itself.

If the RQA analysis requires a “Plan of Action” due to deadlines, it is the responsibility of the safety technician to register on the form to present the interested parties and pass it on to ISO ACTION according to the corrective and preventive actions procedure.

3.2 - Treatment for Accidents (Incident with injury, illness or death)

3.2.1 – Accident during the Work or during the displacement to work

In the event of an accident at work, be it typical or commuting, when possible the employee involved will receive first aid by a qualified person (trained) according to the emergency procedure. The immediate superior employee must be notified immediately, as well as OH&S Sector members available at the time to travel to the accident site if necessary and depending on the severity of the employee's displacement to the nearest health unit.

3.2.2 – Investigation and preparation of the documents – Correction/ Corrective Actions.

OH&S Sector is responsible for the report being the Safety Technician who investigates the accident, fills in the “Accident Investigation Report”, and forwards to the Occupational Physician to assess the victim, the evaluations and actions that will be carried out they are forwarded to the plant manager who will monitor the development of these actions. After actions are taken, the report is forwarded to the President of Commission of Workers for verification of effectiveness.

The safety technician opened the Occupational Accident Communication, together with the HR and medical areas within 24 hours after the accident, carried out via the website of the Government and print a copy to keep as record.

3.2.3 – Monthly Statistical Control

The OH&S Sector of each unit will prepare and monitor monthly the statistical control of accidents at work, presenting it at the data analysis meeting.

3.3 – Treatment of illness related to work

When a work-related illness (physical or mental condition) is diagnosed by the occupational physician, the Unit's HR and Plant management must be notified immediately so that a detailed analysis of the disease can be carried out. After the analysis carried out, HR informs the occupational physician that he communicates to the affected employee about his illness and forms of treatment.

The OH&S Sector, together with HR, will complete the documentation for the Government Social Security system. The occupational physician will monitor the employee's health evolution and the measures to be taken.