



## Client Procedure for

### Notification for Accident Investigation

PCFC- Entity (Business Unit) Name	:	Trakhees – Dept. of Planning & Development
Department Name	:	Civil Engineering Department (CED)
Section Name	:	Inspection & Compliance (Construction Safety)
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## 1. Purpose

This procedure is to ensure that all accidents that occur on construction sites are recorded and Major/significant accident investigated.

Reporting of Accident by Consultant/Contractor under Trakhees' jurisdiction Construction site is mandatory as per Regulations & Standards.

The Importance in reporting of any accident to Trakhees, as Authority, is to uncover the root cause of accidents, along with finding suitable recommendations or modification to existing operational procedures in order to prevent re-occurrence of similar accidents/incidents.

Failure to Report/Notify any accident to Trakhees is an offence and may be liable for penalties/sanctions.

Project Consultants / Contractors are responsible for any accidents/incidents that occur on construction sites, even if it is concerning the project Client, as per the Regulations, Standards & issued Permits specific to the plot.

## 2. Scope

Applicable to all construction site for accidents in Trakhees Jurisdictional areas

**2.1 Minor:** Any injury resulting in first aid treatment at site or in hospital. The injured persons must resume duty within 3 days. Relevant first aid register and hospital records shall be maintained.

**2.2 Major:** Any Fire and or construction accidents resulting to lost time injury (LTI), Fatal Accidents, Serious & extensive injuries such as permanent disability/amputation or resuscitation etc. Onsite release of pollutant that causes major contamination (refer to financial loss) or offsite release of pollutant to Air, Land or water ways.

In such major cases, where a worker is absent from work for more than 3 days, the main Contractor must report to Trakhees, not including the day of the accident. (Notification to be completed, within 24 hours of the accident becoming reportable)

**2.3 Near Miss & Property Damage**

### 3. Definitions and Abbreviations

- 3.1 Applicant: Project Consultant /Contractor who notifies the Accident to Trakhees
- 3.2 CED Trakhees Civil Engineering Department
- 3.2 ONLINE SERVICE: CED's online applications:  
<https://online.trakhees.ae/oaservices/>
- 3.3 'System': Within this procedure, refers to CED's internal electronic systems for processing applications

### 4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.  
For a more detailed approach, please read below.

- 4.1 Project Consultant / Contractor are required to follow the [Guidelines – Accident Investigation & Reporting \(CED-CS-G02\)](#), in case of Accidents on Site, prior to reporting to Trakhees.
- 4.2 An accident on a Construction site is notified immediately to CED by directly calling the respective area Inspection engineer or by calling Construction Safety emergency number **054 7923544**.

#### 4.2.1 Immediate Notification:

The types of accidents (indicative) that require immediate notification are as follows:

a.	Fatality
b.	Any fracture other than finger, thumbs or toes
c.	Any amputation
d.	Dislocation of the shoulder, hip, knee or spine
e.	Loss of sight (temporary or permanent)
f.	A chemical or hot metal burn to the eye
g.	Penetrating eye injury
h.	Any injury resulting from an electric shock which causes unconsciousness



i.	Any injury resulting from an electric shock which requires resuscitation
j.	Any injury resulting from an electric shock which requires hospital admittance for more than 24 hours.
k.	Any other injury that results in unconsciousness or the casualty needing resuscitation
l.	Any injury resulting in the casualty being admitted to hospital for more than 24 hours

#### 4.2.2 Over 3 Day Injuries

The main Contractor must report all accidents where a worker is absent from work for more than 3 days, not including the day of the accident. The notification must be completed, within 24 hours of the accident becoming reportable.

4.3 Subsequently, the below steps are to be followed, to submit the request:

- 1) Fill in the [Accident Notification Form to Trakhees \(ref. 7.1\)](#)
- 2) Visit <https://online.trakhees.ae>,
- 3) Applicant will Login/sign in online with their registered ID, and navigate the system as follows.
- 4) **Login** > CED Online Services > Inspections > Notifications for Accidents at Construction Site – New•



5) Enter Applicant and Location Details and attach relevant documents.

(viz. [Accident Notification Form to Trakhees \(ref. 7.1\)](#); Site Accident report signed & stamp by Project Team & Site Safety in charge, Photos, etc.)

4.5 Accordingly, a CED Inspection Engineer shall inspect the site and record details, as support document for the violation/ Accidents report.

4.6 Upon payment of the initial fees, the Trakhees CED Inspection engineer will investigate the accident and records his findings and recommendations in an **Accident Investigation report**.

4.7 Based on the Accident Investigation report, the Project Consultant / Contractor will be sent an improvement notice, or a warning notice or a financial penalty letter, if it is found that the Consultant/Contractor has violated safety norms.

4.8 Any re-visits/review document by the Inspector, shall be charged @AED 275 per hour ([refer 6.2](#)), to be added in the final fees payment.

4.9 Upon final approval from CED, Applicant will receive a SITE STATUS REPORT, with precautions noted to be taken as per identified Root Cause.



## 5. Process Measurement

	Service	Completion Time
5.1	Applicant to forward <a href="#">Accident Notification</a> through Trakhees Online System	Within 24 hours

## 6. Service Fees

	Service	Description / Parameter	Fee Code#	Fees (AED)
6.1	Site Status Inspection (Initial Fee)a	Per Inspection	EIIN004	500
6.2	Conducting Technical Assessment at Field	Per Hour	EIIN011	275

## 7. Related Documents/ Forms

7.1 [Accident Notification Form \(to Trakhees\)](#)

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## 8. Applicable References and Regulations

- Regulation CS-4.0, Construction Safety regulations
- [Guidelines – Accident Investigation & Reporting \(CED-CS-G02\)](#)

## 9. Workflow

