

Guidelines – Accident Investigation & Reporting



Accident / Incident Notification

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| PROCEED TO THE LOCATION OF ACCIDENT | CALL AMBULANCE / FIRE-BRIGADE | INFORM RELEVANT PEOPLE |
| <ul style="list-style-type: none"> • Immediately proceed to the location of an accident as soon as you receive the information / call. • Assess the situation. • Find out the type of emergency. • Check out if anyone is injured. • If minor injury, provide first aid | <ul style="list-style-type: none"> • Do not panic. • Call the concerned emergency services if accident is serious <ul style="list-style-type: none"> • Police - 999 • Ambulance - 998 • Fire - 997 • Please call on 054 7923544 for reporting any Construction related accident/incident. | <ul style="list-style-type: none"> • Inform relevant Project /Construction Manager. • Inform relevant Trakhees Inspection Engineer or Manager • Ensure that all the reportable accidents / diseases, as described under Trakhees' guidelines, are reported to Trakhees. |
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| CORDON OFF THE AREA | COLLECT EVIDENCE & INVESTIGATE | REPORT TO TRAKHEES |
| <ul style="list-style-type: none"> • Cordon off the accident scene immediately by using warning tapes and cones. • Do not allow and unauthorised access • Ensure the area is protected and not disturbed until all authority investigation is completed • Place a security guard to control the scene | <ul style="list-style-type: none"> • Collect all required evidences before it is moved or altered. • Take necessary photographs. • Speak to witness and collect the facts • Note down the time and other details as necessary • Report facts to ensure rumours and false information are not spread | <ul style="list-style-type: none"> • Immediate information given to Trakhees by calling directly the respective area engineers or by calling Construction Safety emergency number 054 7923544 • A formal written Accident Notification form (Link to form) shall be submitted within 24 hours via email. cs.ced@trk.pfc.ae • Do not hide any accident occurred at construction site • If the worker in absent for more than 3 days then it will be termed as reportable accident |