

Management Standard – Incident Reporting, Classification and Investigation

Vedanta Limited

Sustainability Governance System


Management Standard

Incident Reporting, Classification and Investigation

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Document Issue and Revision History		
DATE	REVISION NUMBER	CHANGE SUMMARY
18/10/2011	1	Initial issue.
22/12/2001	2	Updated to include Classification and Escalation Elements. Renamed from Incident Reporting and Investigation to reflect this update.
01/04/2019	3	Updated definitions and classification process including ICMM guidance. Redundancies and conflicts removed.
12/09/2019	4	Clarification of reporting boundaries. Revised classifications notably health and environment. Some corrections in definitions
07/09/2020	5	Fatality Communication Procedure added as Appendix-3

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Management Standard – Incident Reporting, Classification and Investigation

1. Purpose

The purpose of this Management Standard is to describe the arrangements and requirements for the reporting, classification, escalation and investigation of incidents, which are crucial processes to enable Vedanta to understand the effectiveness of its risk management programmes and to ensure that the organisation learns lessons to avoid repeat incidents.

2. Scope

This Management Standard is mandatory and applies to all Vedanta subsidiaries, operations and managed sites, including new acquisitions, corporate offices and research facilities and to all new and existing employees. This Standard is applicable to the entire operation lifecycle (including exploration and planning, evaluation, operation and closure).

3. Definitions

Definitions of key terms and concepts used in this document are shown in the following table.

Term	Definition
Cause	Event or condition without which the outcome / incident could not have occurred.
Contributing Factor	Event or condition that is partly responsible for an incident / outcome but without which the outcome / incident could still have occurred.
Disease	An abnormal condition or disorder of body functions or systems caused by acute or chronic exposure to agents, toxins, pathogens or other factors.
Environment	Surroundings in which an Organization operates including air, water, land, natural resources, flora, fauna, humans and their interrelationship.
Environment condition	State or characteristics (attributes) of the environment at certain point in time
Environment Incident	Elements of an organizations' activities that interact with the environment and cause an environmental impact(s).
Environmental Impact	Change to the environment or environmental conditions wholly or partially resulting from an environmental incident.
Fatality	The death of a worker as a direct result of an occupational injury or disease.
Group Incident Management Database & Reporting System	The electronic database deployed by Group into which all data associated with incidents is stored and can be extracted in the form of various reports; including the Monthly Incident Report.

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HIPO (High Potential Incident)	An actual Health, Safety, Environment or Community event or a near miss with the realistic potential to result in: <ul style="list-style-type: none"> <input type="checkbox"/> A fatality or permanently disabling injury <input type="checkbox"/> A category 5 health, environment, social or labour event
Incident	An event or chain of events which caused or could have caused injury, illness, loss of assets or potential or actual damage to people, the environment or reputation.
Injury	Temporary or permanent damage to tissue, muscle or bone typically caused by an identifiable event.
Investigation	A systematic and structured analysis of an incident and the events and conditions leading up to it, with the aim of (i) identifying the root cause(s) that allowed that incident to occur, and (ii) proposing effective corrective and preventive actions to prevent recurrence.
Key Performance Indicator	A specific parameter that provides information about Vedanta’s operational and management performance.
Lost Time Injury	Any occupational injury or disease that results in the worker’s inability to perform routine work functions on the next calendar day after the injury. Inability to perform routine work functions includes cases where: <ol style="list-style-type: none"> a) The employee was assigned to another job on a temporary basis; or b) The employee worked at a permanent job less than full time; or c) The employee worked at his or her permanently assigned job but, due to the job-related injury, was physically or mentally unable to perform his or her routine work functions. Routine work functions are considered as those that the employee would be expected to perform at least once per week.
Monthly Incident Report	A monthly report produced by all Vedanta Companies that includes details of all incidents that have occurred in the month. The data for this report is extracted from the Group Incident Management Database & Reporting System.
Near miss (or “near hit”)	An event that, while not causing harm, had the potential to cause injury, ill health, environmental impact or property damage. A near-miss is an incident.
Occupational injury or disease	An injury or disease that results from work activities occurring in locations that are under the control of the employer or direction of the employer, regardless of location.
Operation(s)	A location or activity that is operated by a Vedanta Company and is part of the Vedanta Group locations, including mines, refineries, port or transportation activities, wind farms, oil and gas development sites, offices including corporate head offices and research and development facilities.

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Recordable case	Any fatality, lost time injury or medical treatment case.
Recording Boundaries	Generally, any situation where there is a work relationship and an event occurs from an exposure in the workplace. See section 4.4 (c), (d) and (e) for detailed determination.
Remediation	Recovery of an environmental incident consistent with regulatory requirements and environmental norms.
Restricted Work Injury	See: Lost Time Injury
Stakeholder	Persons or groups that are directly or indirectly affected by a project as well as those that may have interests in a project and/or the ability to influence its outcome, either positively or negatively. This can refer to shareholders, lenders, employees, communities, industry, governments and international third parties.
Top Management	All managers, and their line reports, that report directly to the most senior manager who has ultimate accountability at a Vedanta operation (who may also be a senior manager of one of Vedanta's subsidiary companies). A top management structure may also exist at the subsidiary Company level and Vedanta Group level.
Vedanta Company	A subsidiary of Vedanta Group either fully or majority owned that has its own management structure (e.g. Hindustan Zinc Limited, Vedanta Aluminium Limited, Sterlite Industries Limited, etc.)

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4. Programme Requirements

All Vedanta subsidiary companies and operations are required to follow the requirements listed below with regards to incident reporting, classification, escalation and investigation.

4.1. General Requirements

Operations shall implement and maintain procedures and other arrangements for the effective reporting, classification, escalation, investigation, closure and communication of incidents and near misses.

These requirements also apply to incidents involving business partners directly commissioned by, or under the direction of, Vedanta whilst they are on Vedanta premises or engaged in off-site activities controlled by Vedanta. This normally excludes activities on the business partner's own premises.

Where incidents occur on Vedanta Joint Venture sites or premises and when the Vedanta Safety Management System applies, then incident reporting and subsequent investigations shall be managed in accordance with this Standard or equivalent Standards as defined in any Joint Venture Agreement.

It shall be ensured that personnel have the necessary competencies, appropriate to their role in the process (lead investigator/team member), to be able to conduct effective incident investigation and root cause analysis. This shall include formal training where necessary. See also the Vedanta Management Standard MS6 on *Competency, Training and Awareness*.

4.2. Initial Incident Actions

- a) Procedures shall include mechanisms to ensure the prompt reporting of incidents.
- b) Procedures shall identify those that are to be informed of an incident:
 - i. An incident shall be reported to the relevant business or site personnel on the same work day on which it occurs (or is discovered).
 - ii. Dependent on the incident classification, Vedanta Group shall be informed of incidents within the time period stated in Appendix 2.
- c) In the case of a Category 5 incident, work shall be stopped or additional controls implemented to ensure the safe continuation until the incident is investigated, risk controls reviewed and preventive actions implemented.
- d) Procedures shall ensure compliance with statutory reporting requirements.

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4.3. Incident Classification and Escalation Steps

Incidents shall be categorised in accordance with Appendix 2. The Incident Category shall be determined by the highest category of Severity Criteria. Each incident shall be:

- Reported by the actual severity
- Investigated by the maximum reasonable consequence.

4.4. Safety & Health Incidents

- a) An injury or health impact is a Recordable Case if:
1. A work relationship is established regardless of whether the injury was foreseeable, preventable or related to a specific job or task
 2. It occurs on company premises, except in an employee's "off-work" time - see points 9 & 10 below
 3. It occurs when travelling for a work-related purpose, except in an employee's "off-work" time - see points 9 & 10 below
- b) An injury is not a Recordable Case if:
4. It did not result from an event or exposure in the work environment
 5. There is an aggravation of a previous injury that was not caused by a new incident
 6. The injury results from a medical condition that is not work related
 7. Preventative treatment is provided but there is no specific injury
 8. An employee alleges an injury but there is no substantive or medical evidence to support the allegation
 9. The injury occurs during "off-work" time at company-operated recreational facilities/events or parking lots, unless performing company work at these facilities
 10. The employee is travelling on company business but has established a "home away from home", e.g. in a hotel
- c) The ICMM guideline "Health and Safety Performance Indicators" is used to assist the final determination – Section 1 defines reporting indicators and Section 2 clarifies reporting boundaries; see:
<https://www.icmm.com/website/publications/pdfs/health-and-safety/6613.pdf>
- d) For any uncertainty or dispute the final determination will be made by the Vedanta Head HSE & Sustainability.
- e) It should be noted that the Vedanta classification definitions may differ from those used in worker's compensation, local Factory Acts or similar.

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4.5. Investigation

- a) Procedures shall specify the arrangements for the investigation of incidents, including:
 - i. Composition of investigation teams:
 - For any Category 5 incident the Lead Investigator as defined in “GN01 – Incident Investigations” shall be independent of the business in which the event occurred
 - For any other investigation, the team will vary depending on the actual/potential consequence of the incident.
 - ii. The investigation team must comprise individuals competent to complete the investigation. The local Supervisor(s) would typically be expected to be involved in all incident investigations. Area, line and site management would typically be expected to lead and/or participate in higher category incidents.
 - iii. Roles, responsibilities and authorisation levels.
 - iv. Measures to ensure that legal defences are not compromised during the initial or subsequent management/investigation of an incident.
 - v. Mechanisms / methodologies / tools to establish the incident Causes and Contributory Factors.
 - vi. Category 5 incidents and HIPOs shall be investigated using the methodology defined in “GN01 – Incident Investigations”.
 - vii. Reporting timescales and format (note; the formal written report should be produced within 28 days of the incident where feasible).
- b) Prioritised corrective and preventive actions shall be identified to address the Causes. These shall be supported by clear responsibilities for completing the actions together with allocated timescales and resources. See also the Vedanta Management Standard MS13 on *Corrective and Preventive Action Management*.
- c) Proposed corrective and preventive actions including identified control measures shall be reviewed and approved by senior management. They shall be subject to a risk assessment to ensure that (i) they are appropriate to the nature and scale of the hazards and associated risks and (ii) that additional risks are not unwittingly being introduced into the organisation.

4.6. Closure

- a) A formal system shall be in place to ensure that the status of corrective and preventive actions is monitored through to closure.
- b) Confirmation of the effectiveness of corrective and preventive actions shall be undertaken.

4.7. Communication

- a) Procedures shall ensure that lessons learned from incident investigations are documented and communicated to relevant Vedanta employees and, where appropriate, contractors.
- b) Category 5 incidents and HIPOs shall be communicated across relevant Vedanta companies by Vedanta Group HSE & Sustainability.
- c) Systems shall be in place to manage the external communication of information relating to incidents where this is needed.

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- d) Systems shall be in place to review and, where appropriate, act upon incident information received from other Vedanta sites/companies.

4.8. Review

- a) The senior management of every Vedanta Company shall undertake and document a periodic review that shall be at least annual of incident and investigation data to identify any trends, assess the effectiveness of current risk controls, and establish whether any additional measures are necessary. This may form part of a broader periodic management review.
- b) Incident classification, reporting and investigation procedures shall be periodically reviewed to ensure that they remain current, relevant to the business, effective and in alignment with relevant Vedanta policies and standards.
- c) The Vedanta CEO and Group Head HSE & Sustainability shall review all Class 5 incidents with the CEO of the impacted business in person or by Telepresence within one month of completion of the final investigation report.
- d) Any Class 5 incident report will be submitted to the Board of Directors and the Sustainability Committee for review.
- e) Consequence actions arising from Class 5 incidents will be reviewed for fairness and consistency by the Ethics Committee specifically expanded to include the Group Head HSE & Sustainability for this purpose.

5. Roles and Responsibilities

Vedanta Resources, subsidiaries, businesses, operations and sites shall ensure that roles and responsibilities for implementing and complying with this Standard are allocated. Key responsibilities shall be included in job descriptions, procedures and/or other appropriate documentation.

6. Compliance and Performance

Each Vedanta operation shall ensure they comply with the requirements of this standard. Failure to comply may result in severe consequences to all involved, particularly if incidents are not reported or not reported properly in accordance with this Standard.

Performance against meeting the requirements of this Standard shall be assessed periodically, documented and, where required, reported to Vedanta Group. The assessment of performance shall include setting and reporting on key performance indicators (KPIs) where these have been established at Vedanta Group, Company or local level and which meet the requirements as set out in the *Sustainability Data Management Technical Standard*.

The evaluation of performance shall include, as a minimum, confirmation that:

- Incidents are being reported and acted upon.
- Incidents are being correctly classified.
- Investigations are being carried out by competent personnel – including the active involvement of management – using appropriate methodologies.
- Investigations are identifying basic and underlying causes and contributory factors.

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- Corrective and preventive actions, appropriate to the nature of hazards and level of risk, are being identified and implemented.
- The effectiveness of corrective and preventive actions is being assessed.
- Lessons arising from incidents are being communicated inside and, where appropriate, outside of the relevant Vedanta Company.

7. Supporting Information

	Description
ICMM (International Council of Mining and Metals) – Health & Safety Performance Indicator Definitions	<p>The ICMM have produced a detailed set of H&S indicators and supporting definitions which have been incorporated into the Vedanta Sustainability Governance System and supporting Standards</p> <p>https://www.icmm.com/website/publications/pdfs/health-and-safety/6613.pdf</p>

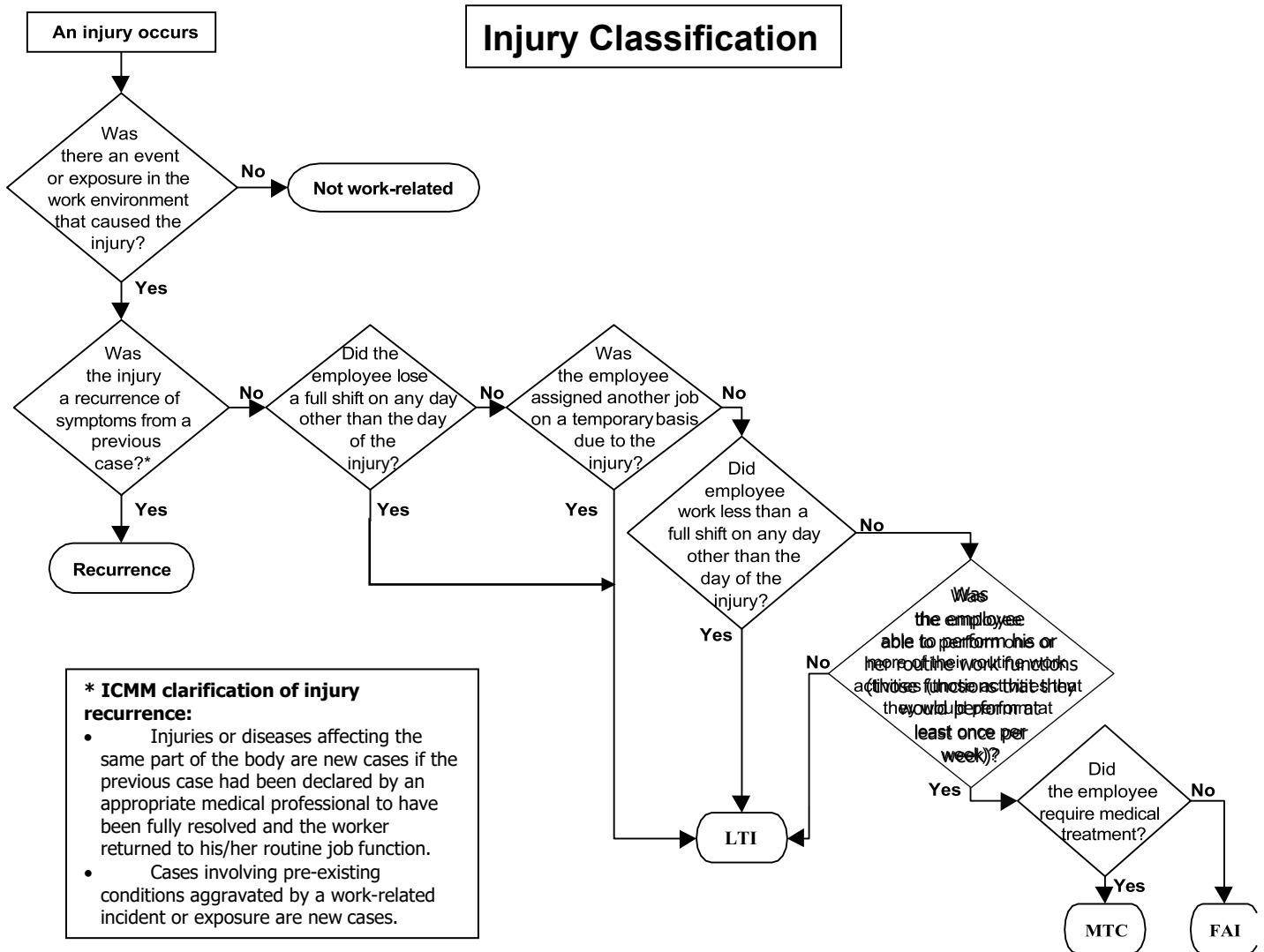
8. Review

This Management Standard shall be periodically audited and reviewed to determine its accuracy and relevance with regard to legislation, education, training and technological changes. In all other circumstances, it shall be reviewed no later than 24 months since the previous review.

9. References

Doc. Ref.	Title
MS 01	Leadership, Responsibilities and Resources
MS 06	Competency, Training and Awareness
MS 13	Corrective and Preventive Action Management
TS 13	Emergency and Crisis Management

Appendix 1 – Incident Classification flowchart



Medical Treatment Case (MTC) Definition

Medical treatment is defined as occurring when an injury or disease requires a higher degree of patient management to ensure a full recovery. At a minimum, the following are considered medical treatment beyond first aid (regardless of the professional status of the person providing the treatment):

- Suturing of wounds
- Treatment of fractures
- Treatment of bruises by drainage of blood
- Treatment of second and third degree burns
- Providing prescription drugs or non-prescription drugs at prescription dosage to manage symptoms.

First Aid Injury (FAI) Definition

First aid describes a particular level of treatment for a work-related injury. First aid means the following treatments, regardless of the professional status of the person providing the treatment:

- Visit(s) to a health-care provider for the sole purpose of observation
- Diagnostic procedures including the use of prescription medications solely for diagnostic purposes
- Use of non-prescription medications including antiseptics at non-prescription strengths
- Simple administration of oxygen
- Administration of tetanus/diphtheria shot(s) or booster(s)
- Cleaning, flushing or soaking wounds on skin surface
- Use of wound coverings such as bandages, gauze pads, etc.
- Use of hot and cold therapy (e.g. compresses, soaking, whirlpools, non-prescription creams/lotions for local relief except for musculoskeletal disorders)
- Use of any totally non-rigid, non-immobilizing means of support (e.g. elastic bandages)
- Using temporary immobilization devices while transporting an accident victim (e.g. splints, slings, neck collars, backboards etc.)
- Drilling of a nail to relieve pressure or draining fluid from a blister
- Use of eye patches
- Removal of foreign bodies embedded in the eye only if irrigation or removal with cotton swab is required
- Removal of splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means
- Using finger guards
- Using massages
- Drinking fluids for relief of heat stress.

Appendix 2 – Incident Classification & Reporting

Incident Category	Definition	Severity Criteria					Action	Timing
		Safety	Health	Environment	Social / Legal	Labour		
Cat. 1	Negligible	First Aid Case	Irritation, small / minute lesions.	Incident unlikely to cause short-term or long-term impact on air/ land / water/ groundwater / biodiversity / human receptors;	Complaints - Local complaints in company office (written or verbal) from external sources.	Complaints - Concern / Grievances restricted to local complaints in company office (written or verbal) by Employees / Contractors.	1. Manage locally in accordance with local procedures.	See Local Procedures
				OR			2. All incidents recorded in the Group Incident Management Database & Reporting System	2 Weeks
				that is unlikely to be of concern to communities or other stakeholders;			3. Statutory report to authorities (as required by local regulatory agencies)	Statutory Requirement
				OR			4. Report monthly in the Monthly Incident Report	Monthly
				remediation <1 day within the boundary or <1 hour outside the boundary.				

Appendix 2 – Incident Classification & Reporting

Incident Category	Definition	Severity Criteria					Action	Timing
		Safety	Health	Environment	Social / Legal	Labour		
Cat. 2	Minor	Medical Treatment Injury	Reversible health effects occurring immediately after exposure, e.g. acute irritations / dermatitis / sneezing / watering of eyes / cough / redness of eyes or skin / heat exhaustion / heat cramp etc.	Incident unlikely to cause short-term or long-term impact on air/ land / water/ groundwater / biodiversity / human receptors;	Complaints - Receipt of multiple complaints on same topics from external sources	Complaints - Receipt of multiple complaints on same topics by Employees / Contractors	1. Manage locally in accordance with local procedures.	See Local Procedures
				OR	Protest - Minor protest (single family / small group less than 5 people)	Protest Type - Minor protest (small group less than 5 people)	2. All incidents recorded in the Group Incident Management Database & Reporting System	1 Week
				that is unlikely to create serious concern to communities or other stakeholders;	Coverage - Minor / adverse local public or media attention	Coverage - Minor / adverse local public or media attention	3. Statutory report to authorities (as required by local regulatory agencies)	Statutory Requirement
				OR			4. Report monthly in the Monthly Incident Report	Monthly
			remediation <1 week within the boundary or <1 day outside the boundary.					

Appendix 2 – Incident Classification & Reporting

Incident Category	Definition	Severity Criteria					Action	Timing
		Safety	Health	Environment	Social / Legal	Labour		
Cat. 3	Moderate	Lost Time Injury due to Restricted Work	<p>Adverse health effects that are not permanent and not life-threatening involving skin or peripheral nervous system / respiratory system / skin / acute exfoliative lesions / exfoliative dermatitis / acne etc.</p> <p>Exposure to hazardous agents 50%-100% OEL.</p>	<p>Incident likely to cause short-term or long-term impact on air/ land / water/ groundwater / biodiversity / human receptors;</p> <p>OR</p> <p>that is likely to be of concern to communities or other stakeholders</p> <p>OR</p> <p>environment-related regulatory non-compliances;</p> <p>OR</p> <p>remediation < 3 months within the boundary or <1 week outside the boundary;</p>	<p>Complaints - Receipt of multiple complaints on same topics from/ to Local NGO/ Govt. body</p> <p>OR</p> <p>Protest - Small scale demonstration (group including more than 5 and less than 20 people)</p> <p>OR</p> <p>Coverage - In Regional media- Newspaper / TV</p>	<p>Complaints – Receipt of complaints /multiple complaints on same topics from/ to Local Union/ Govt. body</p> <p>OR</p> <p>Protest Type - Small scale strike (group including more than 5 and less than 20 people)</p> <p>OR</p> <p>Coverage – In Regional media- Newspaper / TV</p>	<p>1. Manage locally in accordance with local procedures</p> <p>2. Report by email to the Vedanta Company CEO, COO, Head of HSE & Sustainability / Legal Counsel</p> <p>3. Statutory report to authorities (as required by local regulatory agencies)</p> <p>4. Report monthly in the Monthly Incident Report</p>	<p>See Local Procedures</p> <p>24 Hours</p> <p>Statutory Requirement</p> <p>Monthly</p>

Appendix 2 – Incident Classification & Reporting

Incident Category	Definition	Severity Criteria					Action	Timing
		Safety	Health	Environment	Social / Legal	Labour		
Cat. 4	Serious	Lost Time Injury / Illness	<p>Adverse health effects that are permanent but don't significantly affect quality of life or longevity. Health effects that may be mildly limiting or disabling and could lead to change of occupation and life style, e.g. NIHL (Noise Induced Hearing Loss) / systemic lesions affecting reproductive system or having mutagenic potential / effects on musculoskeletal system / effects on central nervous system etc.</p> <p>Exposure to hazardous agents >100% OEL.</p>	<p>Incident very likely to cause short-term and/or long-term impacts on air/ land / water/ groundwater / biodiversity / human or social receptors and that is likely to be of major concern to communities or other stakeholders;</p> <p>OR</p> <p>Regulators likely to initiate fines or other sanctions;</p> <p>OR</p> <p>remediation < 6 months within the boundary or <1 month outside the boundary.</p>	Complaints - Receipt of complaints / multiple complaints on same topics from / to National NGO / State Govt. body	Complaints - Receipt of complaints / multiple complaints on same topics from / to National Union/ State Govt. body	1. Manage locally in accordance with local procedures and where applicable using the subsidiary Emergency Plan produced under TS13 Emergency and Crisis Management Technical Standard.	See Local Procedures
					Protest - Large scale demonstration (group including more than 20 people) - No work stoppage	Protest Type - Large scale strike (group including more than 20 people) - No work stoppage	2. Report by email to the Vedanta Company CEO, COO, Head of HSE & Sustainability / Legal Counsel	12 Hours
							3. Statutory report to authorities (as required by local regulatory agencies)	Statutory Requirement
							4. Investigate using the Vedanta Group defined methodology and tool	Investigation report within 28 days
							5. Report monthly in the Monthly Incident Report	Monthly
Coverage - In National media- Newspaper / TV/ Internet	Coverage - In Regional media- Newspaper / TV/ Internet							

Appendix 2 – Incident Classification & Reporting

Incident Category	Definition	Severity Criteria					Action	Timing
		Safety	Health	Environment	Social / Legal	Labour		
Cat. 5	Catastrophic	Fatality or permanently disabling injury	Adverse health effects or continued exposure that is likely to lead to permanent physical or mental disability / long-term or permanent debilitating illness / significant reduction in quality of life / premature death; or diseases such as Silicosis / COPD (Chronic Obstructive Pulmonary Disease) / Cancer / HIV-AIDS etc. Exposure to life-threatening hazardous agents >100% OEL.	Incident certain to cause short- term and long- term impacts on air/ land / water/ groundwater / biodiversity / human or social receptors and that is likely to be of extreme concern to communities or other stakeholders; OR Regulators likely to take serious action including possible suspension or closure of operations; OR remediation > 6 months within the boundary or > 1 month outside the boundary.	Complaints - Receipt of complaints / multiple complaints on same topics from / to International NGO / Central Govt. body	Complaints - Receipt of complaints / multiple complaints on same topics from / to Central Govt. body	**For Actions to be undertaken after Safety incidents (Fatality or permanently disabling injury) refer to Fatality Communication Procedure stated in Appendix-3 below.	
							1. Manage locally in accordance with local procedures and where applicable using the subsidiary Emergency Plan produced under TS13 Emergency and Crisis Management Technical Standard.	See Local Procedures
					Protest - Large scale demonstration (group including more than 20 people) - Stoppage of Work	Protest Type - Large scale strike (group including more than 20 people) - Stoppage of Work	2. Report immediately by verbal communication to the CEO, COO, Head HSE & Sustainability / Legal Counsel	0 Hours
							3. Report by email to the Vedanta Company CEO, COO, Head HSE & Sustainability / Legal Counsel 4. Statutory report to authorities (as required by local regulatory agencies)	12 Hours Statutory Requirement
					Coverage - In International media- Newspaper / TV/ Internet	Coverage - In International media- Newspaper / TV/ Internet	5. Investigate using the Vedanta Group defined methodology and tool	Investigation report within 28 days
							5. Investigate using the Vedanta Group defined methodology and tool	Investigation report within 28 days
6. Report in the Monthly Incident Report		Monthly						
Potential Cat. 5	HIPO	See above for Category 5 Incidents						

Appendix 3 – Fatality Communication Procedure

In case of a Fatality or Category 5 Safety incident (in accordance with Appendix 2) the following communication procedure should be adopted by all the sites and the responsible authority:

S. No.	Responsibility	Timing	Means of Communication	Actions
1.	Line In charge / Location supervisor / Department HOD / SBU Chief HSE officer	Immediate	Verbal	Inform to SBU Heads, BU Director, CEO, COO, HSE Head and Legal Counsel of respective BUs.
		As soon as practicable	Mail	
2.	SBU Heads / B U Director / BU CEO	Immediate	Verbal	Inform to Group CEO, Group HSE Head.
		As soon as practicable	Mail	
3	Group CEO	After Receiving the Information	Mail	Inform to Group ExCO, Group Mancom.
4.	Group HSE Head	After Receiving the Information	Mail	All BU CEO and BU HSE Heads giving initial details of the incident.
5.	BU CEO / BU HSE Head	Within 24 hrs.	Mail	Send one pager detail to Group CEO, Group HSE Head giving details of preliminary analysis of incident.
6.	Group HSE Head	When received	Mail	Send one pager detail received to Group ManCom, Group ExCO, all BUs CEO & HSE Heads.
7.	Business CEO / HSE Head	Within 28 days*	Mail	Send detailed Investigation Report to Group CEO, Group HSE Head & Group Safety Head.
8.	Group Safety Head	When received	Mail	Send a one pager Safety Alert to ManCom, Group ExCO, all BUs CEO, BU HSE Heads & BU Safety Heads mentioning incident details & recommendations to be implemented by all sites.

* In case the fatality is not concerned with an occupational / industrial accident and requires a statutory intervention the investigation report may get delayed as per the legal requirements.

Note: BU Director/ BU HSE Heads will ensure to inform the statutory authorities within timelines as per the statutory requirement.