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OSH REPORTING

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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Contents

[1 Purpose 3](#_Toc52627534)

[2 Terms and Definitions 3](#_Toc52627535)

[3 Responsibility 3](#_Toc52627536)

[4 Procedure 3](#_Toc52627537)

[4.1 Internal Reporting 3](#_Toc52627538)

[4.2 External Reporting 4](#_Toc52627539)

[5 Annexure 4](#_Toc52627540)

# Purpose

### To define requirements for a systematic method of reporting various information required internally and externally relevant to the OSH Management System.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization

### Project Manager / Department Head is responsible for implementing this procedure

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## Internal Reporting

### The following table identifies the hierarchies, timetables and responsibilities for reporting OSH performance, information or requirements required internally by the organization.

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Description** | **Responsible for Reporting** | **Reporting To** | **Timetable** |
| HSE Performance Monthly Report | Project HSE Lead | QHSE Manager | By the 5th of each month |
| Incident Notification | Project Manager | QHSE Manager | Within 24hours of incident occurrence |
| Incident Report | Project Manager | QHSE Manager | Within 3 days of the incident occurring |
| Lost Time Injury Frequency Rate | QHSE Manager | Top Management | By the 8th of each month |

### It shall be noted that the responsibilities can be delegated to other individuals however the accountability for the action remains with the person listed above.

## External Reporting

### The following table identifies the hierarchies, timetables and responsibilities for reporting OSH performance, information or requirements required externally by the organization.

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Description** | **Responsible for Reporting** | **Reporting To** | **Timetable** |
| Incident Notification | QHSE Manager | Authority | Fatalities within 24 hours and other reportable incidents within 3 working days |
| Incident Report  | QHSE Manager | Authority | Within 3 days of the incident |
| Quarterly OSH Performance Reports | QHSE Manager | Authority | Quarterly |
| Annual third-party external compliance audit results | QHSE Manager | Authority | Yearly within 30 days of the audit. |

# Annexure

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| **Reference** | **Document Title** |
| None | None |