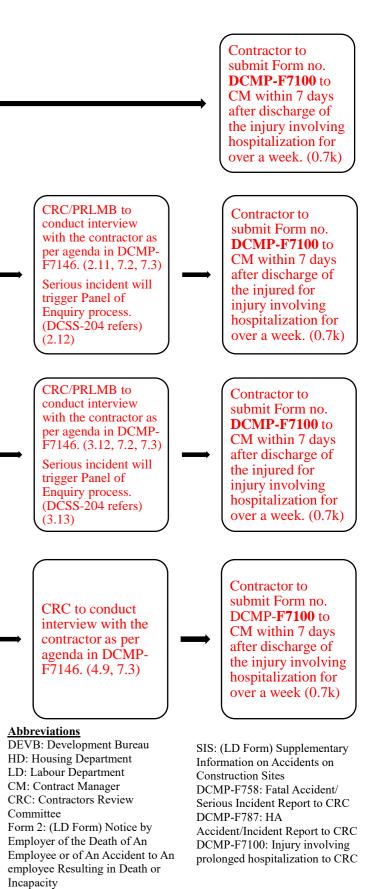
## Accident/ Incident Report Flowchart [Conventional Contract]

Non-serious accident Contractor to submit CM to interview CM to endorse investigation report Contractor to create Contractor to contractor and issue **DCMP-F787** within 14 days and Contractor to notify HD **Preliminary** submit DCMP-DCMP-F792 for report to Site Safety within 14 days or site staff immediately. **DCMP-F787** to F787 with Form 2 \_ accidents with Committee and reject to contractor HD site staff within **& SIS** within 7 (1.2)Monthly Site Meeting potential serious for re-submission. 24 hours. (1.2) days. (1.3, 1.4) as soon as practicale. consequence. (1.6)(1.4)(1.5, 1.7)Serious incident/ fatal accident Contractor to **notify** Contractor to submit CM to interview investigation report -Police immediately; the contractor and CM to endorse and Root Cause Contractor to create Contractor to submit **DCMP**-**DCMP-F787** - HD site staff remarks 2 and Analsysis within 14 **Preliminary** submit DCMP-F758 remark 4 to CRC within 14 days or HD professional remark 3 days and report to **DCMP-F787** to F787 with Form 2 \_\_\_\_· \_\_\_\_\_ \_ within 14 days and Site Safety immediately; and reject to contractor HD site staff within & SIS within 7 issue DCMP-F792 Committee and for re-submission. 24 hours. (2.3) days (2.4, 2.5) - Occupational safety Monthly Site Meeting to contractor. (2.7-(2.5)officer of the LD within as soon as practicable. 2.9) the day of accident. (2.3)(2.6, 2.10, 071)Dangerous Occurrence Contractor to Contractor to submit CM to interview Contractor to Contractor to **notify** submit **DCMP**investigation report the contractor and CM to endorse submit and Root Cause F787 with Form 2 - HD site staff and HD submit **DCMP-DCMP-F787 Preliminary** Analysis within 14 **& SIS** within 7 professional immediately; **F758** to CRC DCMP-F787 with within 14 days or days and report to days. No and within 14 days and copy of DO report Site Safety reject to contractor submission of Form issue DCMP-F792 Committee and -LD by submitting **DO** form to HD site for re-submission. 2 & SIS is required report form within 24 to contractor. Monthly Site Meeting staff within 24 (3.6)if no injury. as soon as practicable. hours. (3.1, 3.3) hours. (3.4)(3.8, 3.9, 3.11)(3.7, 3.10, 0.71) (3.5, 3.6)Near miss/ Incident Contractor to submit investigation report For serious incident, and Root Cause CM to interview Contractor to Contractor to CM to endorse Analysis within 14 Contractor to **notify** HD submit submit DCMPthe contractor and **DCMP-F787** days and report to F787 within 7 days site staff and HD **Preliminary** submit **DCMP**within 14 days or Site Safety **DCMP-F787** to professional immediately. No submission of F758 to CRC reject to contractor Committee and HD site staff within Form 2 & SIS is within 14 days and for re-submission. (4.1)Monthly Site 24 hours. (4.1) required. (4.2) issue DCMP-F792 (4.3)Meeting as soon as to contractor. (4.8)practicable. (4.4, 4.7, 0.71)Death (not due to industrial accident) Contractor to notify Contractor to report CM to endorse - Police immediately; Contractor to submit Contractor to to Site Safety **DCMP-F787** DCMP-F787 with - HD site staff and HD submit **Preliminary** Committee and within 14 days or Form 2 & SIS professional immediately; DCMP-F787 to HD Monthly Site reject to contractor within 7 days. site staff within 24 and Meeting as soon as for re-submission. hours. (5.1) (5.3, 5.4)- LD within 24 hours. practicable. (5.5)(5.4)(5.1, 5.2)

## Remarks

- The flowchart is to be read in conjunction with DCMP-F7144. The number in bracket [e.g.(1.1)] refers to the paragraph numbering in DCMP-1. F7144
- 2. HD site staff may issue Site Alert to alert the top management of HD within 2 hours of receiving notification from contractors regarding the accident/ incident. (0.13) refers. The subject CTO is required to inform the top management via mobile device within 30 minutes of receiving notification, DCSS-205 clause 7 and DCMP-F7148 refer.
- In the event of fatal accident or other accidents/ incident attracting media attention, CM shall submit the flash report. DCSS-205 clause 7 refers. 4. Apart from mandatory triggers due to serious incident, CM has the liberty to trigger a report to CRC using DCMP-F758 under "others" category, as deemed appropriate.
- 5/2023]: (i) Loss of life at a construction site;
  - Serious bodily injury at a construction site: (ii)
    - resulting in a loss or an amputation of a limb; or
  - which has caused or is likely to cause permanent total disablement to the injured. (iii) Dangerous occurrence or incident at a construction site leading to or resulting in injuries that are considered serious (but not up to the extent as defined/ notified by DEVB, LD or Marine Department.



5. Serious incident means an incident involving either one or a combination of the following [with reference to DEVB Technical Circular (Works) no.

as described in (ii) above), or damage to works or property on or adjacent to the construction site that posed a potential threat to public safety