DAYDOTS KENYA LTD PROCEDURES FOR RECORDING AND REPORTING INCIDENTS

1. Introduction

At Daydots Kenya Ltd, the safety and well-being of our employees and the preservation of our assets are paramount. Incident reporting is a crucial aspect of our commitment to maintaining a safe and secure work environment. This document outlines the procedures for recording and reporting incidents within our organization.

2. Defining Incidents

An incident, in the context of our work, is broadly defined as any event or accident that leads to personnel injury or damage to equipment or property. This definition also encompasses events or accidents with the potential to cause harm, including near misses.

3. Best Practices for Reporting Incidents

To ensure that incidents are accurately recorded and reported, we have established the following best practices:

3.1. Ensuring Awareness of Company Processes and Policies

We prioritize making our team fully aware of our company's processes and policies related to incident reporting. This involves:

- Implementing a comprehensive safety training program for our employees.
- Providing easy access to workplace policies, procedures, and supporting documents.
- Guiding employees and leaders through the reporting process, ensuring they can effectively collect relevant details and information about an accident when necessary.

3.2. Prioritizing Care for the Affected Person

Before initiating the reporting process, our foremost concern is the well-being of the person affected by the accident. We emphasize the following steps:

- Inquire about any injuries sustained by the affected person and assess if immediate medical attention is required.
- Arrange for emergency medical care if necessary, ensuring the person receives prompt treatment.

3.3. Collecting Important Data Promptly

After an incident is reported or witnessed, we place a premium on collecting important data and information as swiftly as possible. This may involve:

- Utilizing paper forms for data collection.
- Employing reporting software to streamline data collection and the accident reporting process.

3.4. Investigating the Cause of the Accident

We recognize the value of understanding the "why," "what," and "how" questions related to an accident. To do so, we follow these steps:

- Utilize the data collected to initiate a comprehensive investigation to determine the root cause of the accident.
- In certain cases, capture environmental conditions and damage to the area or equipment through videos or photographs.

3.5. Recording Observations About Injuries

We meticulously document observations regarding injuries sustained from the accident, including:

- Describing the nature and severity of injuries.
- Documenting the appearance of injuries, especially if they are visible.

3.6. *Collecting Eyewitness Accounts*

If the accident occurred in the presence of other individuals, we ensure that their accounts are included. This involves:

- Conducting interviews with witnesses.
- Recording their firsthand accounts of what transpired during the incident.

4. Common Workplace Incidents

Daydots Kenya Ltd acknowledges the potential for a variety of incidents and accidents within our workplace. Common incidents may include, but are not limited to:

- Slips, trips, and falls.
- Falls from heights, such as ladders, scaffolding, and roofing.
- Power tool accidents.
- Equipment and machinery accidents.
- Lifting accidents.
- Electrocutions.
- Construction site accidents.

By following these procedures for recording and reporting incidents, Daydots Kenya Ltd strives to maintain a safe and secure working environment for all employees and visitors while effectively preserving our assets and resources. We are committed to continually improving our incident reporting process to enhance workplace safety and well-being.