

SECURITY INCIDENT REPORT AND REPOSE POLICY AND PROCEDURE

The policy describes the actions to be taken by the Security department including the Safety Security Officers in response to all major incidents and near misses, occurring on the compound (Burglaries, car accidents on the compound, fallen trees, unusual flooding, bee infestation etc.).

Full and prompt completion (within 24 hours) of the incident is essential to ensure that all necessary reports and claims are made.

Further information may sometime be available after an incident report has been submitted. In such cases the Trincol office must be notified as soon as possible.

The intention is to ensure that there is an available record of all incidents in keeping with OSH regulations and to ensure that responses are well documented and evaluated.

This will also aid in the prevention and/or the management of similar events which may occur in the future.