

# TECHNICA NOVA BALTICA

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People who create energy.

## HSE – Incident Reporting and Investigation Procedure

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## INCIDENT REPORTING AND INVESTIGATION PROCEDURE

Date	Version	Scope of changes	Responsible
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## Purpose

The purpose of this procedure is to ensure that all incidents occurring within Technica Nova Baltica (TNB) are reported, investigated, and analyzed in a consistent and structured manner. The objective is not only to understand what happened but also to identify the underlying causes that contributed to the event. By doing so, TNB aims to prevent similar incidents from recurring in the future, safeguard the health and safety of employees, protect the environment, and ensure compliance with both internal requirements and legal obligations.

## Scope

This procedure applies to all employees, contractors, and visitors who are present at TNB workplaces, facilities, and project sites. It covers incidents of any type or severity, including but not limited to occupational injuries, near-misses, property damage, and environmental events. The scope is designed to ensure that every incident, regardless of size, is given appropriate attention and that valuable lessons are extracted and shared across the organization.

## Responsibilities

Every individual at TNB has a responsibility when it comes to incident management. Employees must report incidents promptly and cooperate fully with investigations, providing honest and accurate information. Supervisors and managers are required to secure the site of the incident, provide initial support, and ensure that the reporting process is initiated without delay. The appointed investigation team will take the lead in gathering facts, analyzing evidence, and identifying both immediate and root causes. The Health, Safety and Environment (HSE) Department plays a central role in maintaining records, monitoring corrective actions, and ensuring that findings are communicated throughout the company so that preventive measures can be effectively implemented.

## Procedure

### Immediate action

When an incident occurs, the first priority is always the safety and wellbeing of the people involved. Immediate actions should be taken to provide medical assistance, if required, and to secure the area in order to prevent further harm. Once the situation is under control, the relevant supervisor and the HSE Department must be informed as quickly as possible.

### Reporting

A formal **Incident Report Form** (Appendix 1) should be completed within 24 hours of the event. It should be sent to [hse@technica-nova.com](mailto:hse@technica-nova.com). This form ensures that initial details such as the time, location, people involved, and a brief description are captured accurately

before memories fade or evidence is lost. The report is then entered into TNB's incident management system for tracking and further processing.

### **Investigation**

An investigation team will then be appointed. The size and composition of the team will depend on the severity and nature of the incident. Their role is to collect all relevant evidence, including witness statements, photographs, equipment logs, and any other documentation. The team should aim to establish not only what happened but also why it happened, identifying immediate, root, and contributing causes. Tools such as root cause analysis or the '5 Whys' method may be used to assist in this process.

### **Corrective & Preventive Actions**

Following the investigation, corrective and preventive actions must be developed. These actions are designed to address the identified causes and reduce the risk of recurrence. Clear responsibilities and deadlines should be assigned to ensure accountability. In addition, lessons learned from the incident should be communicated across the organization so that all employees and contractors can benefit from the findings.

### **Follow-Up & Closure**

Finally, follow-up is essential to confirm that corrective actions have been properly implemented and are working as intended. The case may only be considered closed once the HSE Department has verified that measures are effective and that no further risks remain unaddressed.

### **Records**

All documents related to incidents, including initial reports, investigation records, evidence, and action plans, must be stored securely. Proper record keeping is crucial not only for internal learning and monitoring but also for demonstrating compliance with regulatory authorities if required.

### **Review**

This procedure shall be reviewed on an annual basis, or sooner if a significant incident occurs, to ensure that it remains effective and aligned with best practices, industry standards, and legal requirements. Continuous improvement is a fundamental principle of TNB's commitment to safety, health, and environmental protection.

## Appendix

### Incident report form

Use this form to report accidents, injuries or other medical situation. If possible, a report should be completed within **24 hours** of the event and sent to [hse@technica-nova.com](mailto:hse@technica-nova.com)

Date of report:

#### PERSON FILLING REPORT

**Full name:**

**Title/Role:**

**Contact details (mail/phone number):**

#### TYPE OF INCIDENT

- |  |  |
|--|--|
| <input type="checkbox"/> Occupational accident | <input type="checkbox"/> Near miss       |
| <input type="checkbox"/> Environmental event   | <input type="checkbox"/> Property damage |
| <input type="checkbox"/> Other                 |  |

#### DESCRIPTION

**Date of incident:**

**Time:**

**Location/Client:**

**Incident Description:**

**Where there witnesses of the incident?** Yes  No

**Full name 1:**

**Contact details (mail/phone number):**

Full name 2:

Contact details (mail/phone number):

**INJURIES**

Was anyone injured? Yes  No

**If yes, injury description:**

**ACTION TAKEN**

**Description of actions taken after the accident (corrective, preventive actions):**

Signature: