



Accident/Incident Investigation Policy

Policy Statement

All Comet Security Services Ltd employees must report any accidents or other incidents resulting in injury or property damage to their immediate supervisor. Such reports must be made as soon as possible. Any incidents that had the potential to cause property damage or serious injury but did not should also be reported. Management must receive a report of all accidents or incidents from supervisors as soon as possible. Each report will undergo analysis to determine the cause of the accident or incident and to see if any steps should be taken to prevent further injury or damage from occurring in the future.

1. Definitions

Accidents are unplanned occurrences that result in injury to a person or property damage.

They are divided into the following categories:

- A Critical Injury is any severe injury that:
 - Exposes a life to jeopardy;
 - Results in unconsciousness;
 - Causes substantial blood loss;
 - Causes the fracture of an arm or leg but not a toe or finger;
 - Causes the amputation of an arm, leg, foot or hand but not a toe or finger;
 - Results in burns to a significant portion of the body or
 - Results in the loss of eyesight to at least one eye.
- **First Aid** involves injuries that are more minor and can be treated on the job site without any employee losing days.
- **An Incident** results in property damage without injuring employees or other persons.
- **Lost Time Injury (LTI)** is an injury severe enough to prevent an employee from going to work the next day.
- **Medical Aid** is defined as an injury not severe enough to require the employee to take any more than the day of the injury off of work but severe enough to require medical treatment from a physician.
- **A Near Miss** constitutes an event in which an injury or damage might have occurred if conditions had been somewhat different.
- **Occupational Illness** is those medical conditions in which an employee suffers damage to their health from exposure to any workplace chemical, biological or physical agents.

2. Role of Supervisor in an Accident Investigation

The Site Health and Safety Coordinator and the immediate Supervisor must participate in thorough investigations and reporting on an Accident Investigation Form of all incidents or accidents involving employees. They must also take witness statements, gather relevant information, and ensure that any injured person receives medical treatment.

Supervisors should forward all forms, statements and information gathered to the Health and Safety Department. Suppose an employee requires first aid later and needs further medical assistance. In that case, the supervisor

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should notify the Health and Safety Department and have the treating doctor or therapist complete a Functional Abilities Form.

The supervisor should contact the injured employees as often as needed, at minimum weekly. The Health and Safety Department can assist.

3. Step-by-Step Procedure

- A worker reports an accident at work to a supervisor.
- Any first aid needed is provided.
- The injured worker is taken to a hospital or doctor's office for further medical treatment.
- The employee is provided with an Ensure Return to Work package.
- Steps are taken when there is a critical injury to eliminate the hazard that caused the accident, if that can be done, or guard the accident scene to prevent further injuries.
- Prepare an Accident/Incident Report form spelling out the causes of the incident after an investigation.
- A copy of the report form should be sent to the Health and Safety Department.
- Report all incidents or accidents, including placing them in the following categories:
 - First Aid
 - Incidents and Near Misses
 - Lost Time Injuries
 - Medical Aid

A handwritten signature in black ink, appearing to read "Nacem Hazzoufel".

Signature

Director
Position

01/01/2026
Date