



**HSEQ Incident Report Form**

<input type="checkbox"/> Potential HS incident	<input type="checkbox"/> Potential E incident	<input type="checkbox"/> Potential Q incident
<input type="checkbox"/> Health & Safety incident	<input type="checkbox"/> Environmental incident	<input type="checkbox"/> Quality incident
<input type="checkbox"/> Regulatory breach	<input type="checkbox"/> Law breach	<input type="checkbox"/> Procedural/instructions breach

Reported by			
Location / site of incident			
Date of report	Time	Date of incident	Time

Summary

Events sequential description (notes, plans, timeframe, photos to be attached)

**Safety EVENTS**

<input type="checkbox"/> Machinery	<input type="checkbox"/> Electrical	<input type="checkbox"/> Object falling
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Thermal	<input type="checkbox"/> Welding
<input type="checkbox"/> Windblown	<input type="checkbox"/> Fumes / Chemicals	<input type="checkbox"/> Natural event
<input type="checkbox"/> Fire	<input type="checkbox"/> Debris	<input type="checkbox"/> Human error; neglect
<input type="checkbox"/> Blast; Explosion	<input type="checkbox"/> Work environment	<input type="checkbox"/> Other (specify)

**Risk assessment of the POTENTIAL or INHERENT RISK**

<input type="checkbox"/> #1.Insignificant	<input type="checkbox"/> #2.Minor	<input type="checkbox"/> #3.Moderate
<input type="checkbox"/> #4.Major	<input type="checkbox"/> #5.Catastrophic	

**Actual INCIDENT CONSEQUENCES**

<input type="checkbox"/> #1.Insignificant	<input type="checkbox"/> #2.Minor	<input type="checkbox"/> #3.Moderate
<input type="checkbox"/> #4.Major	<input type="checkbox"/> #5.Catastrophic	

**Environment EVENTS**

<input type="checkbox"/> Release of dust/solid components	<input type="checkbox"/> Hydrocarbon spill	<input type="checkbox"/> Chemical spill (acid, caustic)
<input type="checkbox"/> Fire	<input type="checkbox"/> Process water / fluids spill	<input type="checkbox"/> Waste disposal
<input type="checkbox"/> Land disturbance	<input type="checkbox"/> Release of gases	<input type="checkbox"/> Noise generation
<input type="checkbox"/> Land contamination	<input type="checkbox"/> Spill to contained hard surface	<input type="checkbox"/> Other (specify)

**Environmental POTENTIAL IMPACTS or IMPACTS**

<input type="checkbox"/> Contamination of land (surface)	<input type="checkbox"/> Contamination of land (underground)	<input type="checkbox"/> Atmospheric pollution
<input type="checkbox"/> Contamination of surface water	<input type="checkbox"/> Contamination of ground water	<input type="checkbox"/> Ionosphere pollution
<input type="checkbox"/> Vegetal threat	<input type="checkbox"/> Vegetal life loss	<input type="checkbox"/> Habitat threat
<input type="checkbox"/> Animal threat	<input type="checkbox"/> Animal life loss	<input type="checkbox"/> Habitat disturbance
<input type="checkbox"/> Human threat	<input type="checkbox"/> Human life loss	<input type="checkbox"/> Habitat loss

**Quality EVENTS**

<input type="checkbox"/> Procedure / instruction not followed	<input type="checkbox"/> Non standard procedure/instruction used	<input type="checkbox"/> No procedure/instruction in place
<input type="checkbox"/> Not correct filled doc./forms	<input type="checkbox"/> Non standard doc./forms in use	<input type="checkbox"/> No doc./forms in place
<input type="checkbox"/> Procedure/instruction out of date	<input type="checkbox"/> Equipment/tools not calibrated	<input type="checkbox"/> Inadequate equipment/tools
<input type="checkbox"/> Requested Skills/qualification not followed	<input type="checkbox"/> Not qualified personnel	<input type="checkbox"/> Skills/resources adequate
<input type="checkbox"/> Requested materials not used	<input type="checkbox"/> Requested materials misused	<input type="checkbox"/> No foreseen materials for scope
<input type="checkbox"/> Unforeseen events		
<input type="checkbox"/> Other (specify)		

**Quality EVENTS, POTENTIAL FAULTS and them impact will be asses through 8D report and by the FMEA team**

<input type="checkbox"/> 8 D report form fulfill	<input type="checkbox"/> FMEA assessment	<input type="checkbox"/> Procedures/instruction check
<input type="checkbox"/> Preventive measures	<input type="checkbox"/> Corrective measures	<input type="checkbox"/> Improvement measures

**CONSEQUENCES EVALUATION**



H&S		ENVIRONMENT		QUALITY	
1	Insignificant report of only slight injury and/or illness	1	Temporary readily reversible environmental impact, Costs < 5000 €	1	
2	Minor injury and/or illness or moderate injuries without suitable duties	2	change to environmental conditions of an area or system. Costs < 5000 €	2	
3	Moderate injuries with suitable duties; Limited Time Injury up to four working days. Safety prohibitions notice warning by authorized body (ITM)	3	Direct or indirect environmental impacts beyond location (on site or off site)	3	
4	Serious bodily injury resulting in Limited Time Injury of four or more working days. Safety prohibition notice issue by the authorized body (ITM)	4	Actual or potential environment harm; moderate/high environmental impact; Reportable to environmental protection agency. Costs (fines;&rehabilitation)>0.5 Million €	4	
5	Grievous bodily injury; permanent disability(s) and/or illness(as);fatality(s);likely safety prosecution	5	Serious environment harm causing actual or potential environment impacts that are irreversible or with high impact and/or widespread	5	

Financial Loss		Reputation		Compliance	
1	< 100,000 €	1	Stakeholder&business partners concern very low or non existent	1	Minor non conformance not likely to generate response
2	100,000 € to 1 Million €	2	Minor public or workforce concern	2	Improvement advice from external body
3	1 Million € to 10 Million €	3	Level of concern high; potential for negative harmful medias involvement	3	Serious non conformance issues from external body
4	10 Million € to 100 Million €	4	Potential for state national wide negative media coverage; real short term damage. Stakeholder&business partners high concern.	4	Major non conformance issued from external body
5	> 100 Million €	5	Crisis situation and public outcry. Frequent damaging report to national media and regulators. Extreme concern	5	Operating license essential to effective operation of company suspended or revoked

**LIKELIHOOD EVALUATION (event frequency)**

<input type="checkbox"/> <b>#A.Certain</b> Certainly occurs and is expected to occur again immediately without proper intervention	<input type="checkbox"/> <b>#B.Almost certain</b> Occurs in most circumstances or the event is expected to occur at least once in every three months	<input type="checkbox"/> <b>#C.Likely</b> Likely to occur or the event is expected to occur at least once in every 12 months
<input type="checkbox"/> <b>#D.Occasionally</b> Might occur or the event is expected at least once in every 5 years	<input type="checkbox"/> <b>#E.Unlikely</b> Could occur, but unlikely or the event is expected at least once in every 10-30 years	<input type="checkbox"/> <b>#F.Rare</b> Occurs only in exceptional circumstances or even; is expected to occur less frequently than once every 30 years

**RISK RANKING / RISK ASSESMENT MATRIX**

#A		#B		#C	
1	H-	1	M-	1	L+
2	H+	2	M+	2	M
3	E	3	H+	3	M+
4	E	4	E	4	H+
5	E	5	E	5	E
#D		#E		#F	
1	L-	1	N	1	N
2	L+	2	L-	2	N
3	M	3	L+	3	L-
4	H-	4	M	4	M-
5	H+	5	H-	5	M+

1=Insignificant; 2=Minor; 3=Moderate; 4=Major; 5=Catastrophic A=Certain; B=Almost certain; C=Likely; D=Occasionally; E=Unlikely; F=Rare



**Immediate action; to prevent/control/eliminate the threat/incident/hazard**

**Action required by**  **Action enforced by**

**Further actions; to prevent/control/eliminate the threat/incident/hazard**

**List of Causes;/Contributing Factors;/Aggravating Factors:**

**Follow Up Actions; (control 100% or sample; engineering; training; procedures, etc)**

Sign Off	Name	Date	Signature
1 Spotted by			
2 Reported by			
3 Person(s) involved			
4 Coordinator			
5 H&S Dept.			
6 Environment Dept			
7 Quality Dept.			
8 Involved Dept. Manager(s)			
9 General Management			
10 Third Party/Body (s)			

**Observations;/Notice(s)**