

INEOS Olefins & Polymers Europe



CODE OF PRACTICE FOR REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

**V3
July 2015**

INEOS O&P safety policy

It is INEOS Olefins & Polymers (O & P) Europe policy that safety of operation must be paramount. The implementation of this policy in the distribution field poses special problems because of the extent to which we are dependent on third parties and the difficulty of supervising distribution operations in the field. We must nevertheless be quite satisfied that our distribution operations are carried out competently and safely, and in accordance with national legislation in force. This Company '*Code of Practice for reporting, classification and handling of Logistics Near Misses and Incidents*' has been prepared to help fulfil this aim.

All Ineos employees and Service providers who work on behalf of Ineos are required to comply with the Ineos O&P safety standards.

Ineos Group has introduced **10 Behavioural Safety principles** and **7 Life Saving Rules** which are the basis of the Ineos O&P safety standard:

10 BS PRINCIPLES

1. We believe all incidents and injuries can be prevented
2. Everyone's first responsibility is to ensure they work safely
3. Everyone has the duty to stop work if they feel the situation is unsafe
4. The expectations and standards are the same for everyone on the site
5. Rules and procedures must be observed and respected
6. We should look out for each others safety and unsafe situations
7. All injuries and incidents /near misses must be reported and investigated
8. Risk assessment must be carried out prior to, during and on completion of work
9. All team leaders have a special responsibility for promoting and upholding these principles
10. We must always work within the limit of our competency and training

LIFE SAVING RULES

- No consumption or being under the influence of alcohol or drugs on company property.
- No smoking outside dedicated smoking areas.
- No work on live equipment/machines to commence without authorisation.
- Safety critical devices/interlocks must not be disabled or overridden without authorisation.(e.g. bypassing light curtain bagging line or tipping mechanism truck)
- Persons working at height must use proper fall protection (e.g. life line systems for bulk, safety stairs for packed etc..).
- No entry to confined space without authorisation and gas test (e.g. entry into a silo truck)
- Lifting & hoisting – no unauthorised person to enter the defined danger zone where objects can fall.

Logistics specific rules

- The Forklift-truck segregation rules must be complied with
- The traffic safety rules on our sites must be complied with

This document is available to our Logistics Services Suppliers on the extranet website:

REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

<http://www.logisticsmatters.info/>

This document is not published as a paper document. Therefore any paper documents must be treated as uncontrolled copies. Reference to the website above will always provide the most up-to-date copy. Changes to this document will of course be advised to a wide group of business and site based personnel.

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Distribution List

Copy No :

Issue To :

One master copy kept by the Polyolefins Logistics HSE Manager

Revision Details

Rev No :

Details of Change

Date

3

Major revision including new incident classification criteria

July 2015

Applicable Ineos procedures referred to in this document

*** Ineos Group SHE performance definitions:**

This is an Ineos GROUP document which describes the Ineos GROUP She reporting requirements, requirement to report incidents to EXCO, letter of assurance, distribution incident reportable criteria etc..

*** Ineos O&P Europe SHE notification and reporting procedure:**

This Ineos O&P Europe procedure describes the classification of incidents, the Ineos O&P internal notification process, the definition and reporting of HIPO's and the issue of Group SHE alerts.

*** Ineos Olefins and Polymers Europe Crisis management & Business support plan**

(separate plans for O&P North/ South and UK)

This document describes the communication flows in case of major incidents (on- and off site) and includes the crisis contact directory

SECTION 1 DEFINITIONS

NEAR MISS

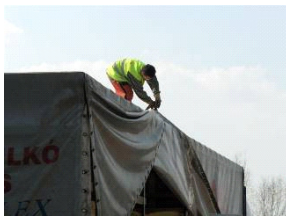
INEOS O&P Europe Logistics define a Near Miss to be :

1 : An incident that happened, but did not result in an injury, property loss or environmental damage (so with very minor or no consequence).

Or

2 :An unsafe situation or condition that can potentially lead to an incident , but nothing happened.

Examples:



Driver on top of truck



Closing door truck with forklift



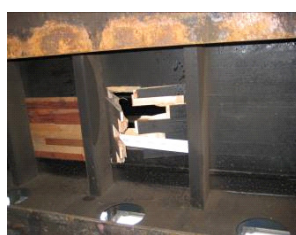
Unsafe access to unloading place



Canvas caught by gust of wind



Improper load securing..



Floor swap body gave way under wheel Forklift



Light curtain by-passed



Unloading from public road

Other examples:

- * Not respecting Working at Height Rules (e.g. driver climbing onto the roof of his trailer without fall protection).
- * Unsafe access to a loading/ unloading place
- * Unloading of a silo truck from the public road
- * Unloading of a silo truck into small receptacles
- * Not respecting segregation rules
- * Stacked pallet leaning over dangerously
- * Unsafe driving, speeding ..
- * Safety systems by-passed (e.g. bagging lines)
- * Overfilling of a truck, exceeding max axle weights
- * A rail tank car arrives with open bottom valves
- * A rail tank car returning from a workshop is found to be under air instead of under nitrogen
- * Etc..

But:

- * Not wearing a helmet
- * Unclean hoses
- * No cleaning document present
- * Not right load securing equipment on board

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* Etc...

Are **NON CONFORMANCES** and must be reported as such in Sharepoint

LOGISTICS INCIDENT

A Logistics incident is

- 1: An **off-site incident** occurring in the Supply Chain outside manufacturing sites.
Also called **DISTRIBUTION** incident

An incident which happens during off site transport (road/ rail/ barge/ marine), storage, packing, handling of raw materials, products, samples, intermediates and wastes owned by Ineos. It also includes pipeline incidents (if these are operated by external companies)

This **INCLUDES** loading and unloading activities at ports, airports, external warehouses and storage terminals. It also **INCLUDES** Transport, storage and loading/ unloading activities at customer premises.

But **EXCLUDES** Storage at external warehouses and storage terminals.

These incidents are reported as Distribution Incidents and are investigated by Supply Chain.

(Transport, storage, loading/ unloading incidents at Ineos sites are **on-site** incidents).



Spillage



Collision



collapsed pallet injures operator



roll over



Hydraulic oils spillage



Octabin collapsed resulting in spillage



Collision



Fire

- 2: An **on-site incident** that occurs on a Logistics Platform within the fence of an INEOS O&P Europe site.

These incidents are reported as Site incidents but these are also logged (SharePoint) as Logistics Incidents. The investigation is done both by the Site and Supply chain.

REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

Note: Incidents of pipelines which are controlled by an Ineos site are considered to be on-site incidents

SECTION 2: LOGISTICS NEAR MISSES

2.1 Reporting Logistics Near Misses

Logistics near miss reports can come from different sources:

- From drivers during loading, in transit or when unloading at customers
- From INEOS Site Personnel when doing a ride along, visiting a customer or checking a Logistics Platform.
- From a Logistics Services Provider (KTN, ASTOR, HOYER..)
- From a customer
- From an Account manager or Account co-ordinator visiting a customer
- Etc...

In order to keep the focus on the Near Miss reporting system, special events can be organised by the sites like Near Miss Weeks or campaigns whereby drivers of a selected haulier receive a Near Miss form for all loading orders in a particular week.

An example of a Logistics Near Miss Form that can be used by drivers is attached in [appendix 1](#)

2.2 Handling Logistics Near Miss reports

All Logistics Near Miss reports need to be entered into SharePoint.

Link to Sharepoint:

<https://wss1.innovene.com/IP/Ops/SC/cm/Lists/Near%20Miss%20Reporting%20%20Jan%202009/overview.aspx>

An INEOS O&P Europe person needs to be assigned for doing the investigation. This person is accountable for follow up and completion of the Near Miss report. If this is not the person who has entered the near miss, the investigator must be informed by mail by the person entering the near miss..

The investigator must enter the corrective action that was taken.

The person that had reported the Near Miss must be informed about the action taken.

3rd party Logistics suppliers may have their own system to log Near Miss reports. This is acceptable as long as INEOS O&P Europe is advised of the reports and corrective actions taken.

This can be done during regular (Quarterly) meetings with the supplier.

2.3 Training

A training package on Near Miss reporting is available on request.

SECTION 3: LOGISTICS/ DISTRIBUTION INCIDENTS

3.1 On-site Logistics Incidents

On-site logistics incidents are dealt with by the site emergency response teams.

The investigation will be done both by the Site and Supply Chain.

In case of a Major Incident, the INEOS O&P Crisis Management & Business Support Plan will apply.

3.2 Off-site Logistics Incidents/ Distribution incidents

In the event of an off-site incident occurring during transport, handling, loading and unloading activities **INEOS O&P Europe must be informed immediately**. INEOS will then respond to the emergency by providing specialist advice initially by telephone and where necessary by sending a specialist to the scene of the accident to provide on the spot advice.

Important to notice is that **any incident during an INEOS O&P Europe logistics operation must be reported, even if the product is not affected and even if it does not fall under the scope of the INEOS Group reporting requirements**

In case of a Major Incident, the INEOS O&P Crisis Management & Business Support Plan will apply. The main communication flow charts in this plan are displayed in [annex 3](#)

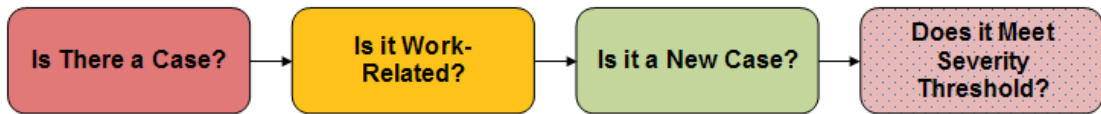
REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

3.3 INEOS classification and reporting requirements of off site (Distribution) Incidents

| Name | description | report by external | | Ineos internal | | |
|--|--|--|------------------|---|--|---|
| | | company (haulers/ LSP..) to report to: | KPI for hauliers | Report to whom ? | How to report ? | When to report ? |
| Fatality | Fatality | Marine : +44 (0) 1324 476 575. All other cases: NCEC: + 44 (0) 12 35 23 96 70 | Yes | -Relevant Operations Director -Relevant CEO -Operations Performance & Support Manager | Verbally (Ops director and CEO) + E-mail: use the 'distribution incident reporting form' | immediate notice |
| recordable (classified) injury | see description below | Marine : +44 (0) 1324 476 575. All other cases: NCEC: + 44 (0) 12 35 23 96 70 | Yes | -Relevant Operations Director -Operations Performance & Support Manager -Supply Ch | Verbally (Ops director) + E-mail: use the 'distribution incident reporting form' | within 24 hrs (ASAP in same day) |
| First Aid incident | Injury requiring First Aid treatment | Marine : +44 (0) 1324 476 575. All other cases: NCEC: + 44 (0) 12 35 23 96 70 | No | -Log HSE manager -PSM safety manager | E-mail: use the 'distribution incident reporting form' | within 72 hrs |
| Spillage/ leakage dangerous goods | as from 55 kg or I of category 0 and 1, 333 kg or I category 2 and 1000 kg or I category 3 and 4 (see also ADR). Note: propylene/ butadiene is category 2 | Marine : +44 (0) 1324 476 575. All other cases: NCEC: + 44 (0) 12 35 23 96 70 | N/A | -Relevant Operations Director if severe -Supply Chain manager -Log HSE manager - Köln PZ: + 49(0)221 3555 2223 | Verbally (Ops director) + E-mail: use the 'distribution incident reporting form' | immediate notice or within 24 hrs (depending on severity) |
| Property damage | Property damage > 50.000 € | Marine : +44 (0) 1324 476 575. All other cases: NCEC: + 44 (0) 12 35 23 96 70 | Yes if > 10k€ | -Supply Chain manager -Log HSE manager | E-mail: use the 'distribution incident reporting form' in the COP for distribution) | within 24 hrs (ASAP in same day) |
| Public Disruption/ media coverage | Public disruption having an effect of more than 1 hour (e.g. motorway blocked) or national media coverage (national TV) | Marine : +44 (0) 1324 476 575. All other cases: NCEC: + 44 (0) 12 35 23 96 70 | yes | -Relevant Operations Director if severe -Supply Chain Director -Log HSE manager - Köln PZ: + 49(0)221 3555 2223 | Verbally (Ops director) + E-mail: use the 'distribution incident reporting form' | immediate notice |
| Spillage non-dangerous goods | Product spillage of PE/PP or other non dangerous goods | NCEC: + 44 (0) 12 35 23 96 70 | yes if > 1 ton | -Log HSE manager | E-mail: use the 'distribution incident reporting form' | within 24 hrs (ASAP in same day) |
| Near Misses | | | N/A | Contract manager Log HSE manager | Sharepoint and/ or e-mail | within 3 days |
| HIPO | An incident which has the potential to lead to a serious injury, release or regulatory action that was prevented by fate, human intervention or some other factor beyond standard operating conditions or process. "Serious" in this context is intended to mea | N/A | No | Draft to be sent to: -PSM safety manager -Operations Performance & Support Manager -Supply Chain manager -Log H | by E-mail: use the standard form (Final E-mail to other Businesses to be sent by the Operations director) | within a few days (ASAP when urgent to prevent reoccurrence) |
| Group SHE alert | To be issued when lessons can be learned from an incident | N/A | No | Draft to be sent to: -PSM safety manager -Operations Performance & Support Manager . -Operations Director | by E-mail: use the standard form (Final E-mail to other Businesses to be sent by the Operations director) | no urgency |

3.3.1 When is an injury to be classified as OSHA recordable ?

Four Stage Analysis Process



In order for the injury or illness to be recordable, it must positively satisfy all four stages of this analysis process.

A case?

A case is an event or exposure that has an impact or effect on employee health.

In other words, we have to establish a cause and effect relationship. There has to be both an event AND an effect or impact on health.

This may be due to a physical stressor, trauma, event or exposure.

It must result in an injury, illness, or the development of acute or delayed symptoms, or other health effects/impacts.

Work related?

The determination of whether the injury or illness is work-related requires thorough investigation and analysis. This is NOT an intuitive decision.

Consider the following:

1. Geographic Presumption
2. Work Contribution
3. Specific Exceptions

To be work-related, the case must satisfy all of these considerations (see details of the 3 items in the PSM intranet).

A new case?

New cases occur when:

The employee has not had a recorded injury or illness of the same type that affects the same part of body; or

The employee previously had a recorded injury or illness of the same type that affects the same part of body, but:

The employee has recovered completely; and,

There was a new event or exposure in the work environment that caused the signs and symptoms to reappear or escalate.

Alternatively, continuing symptoms or continuing treatment is often indicative of continuing cases.

Does it meet severity threshold?

There are many points to be considered. Please see details in the PSM intranet.

The cases that occur most frequently in the workplace will typically meet the general recording/severity criteria of:

- Restricted Work Activity
- Lost Time
- Medical Treatment above First Aid

First Aids includes:

- Non-prescription medication at non-prescription strength
- Tetanus immunizations
- Cleaning, flushing, soaking surface wounds

REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

- Wound coverings, butterfly bandages, steri-strips (not closure devices)
- Hot or cold therapy
- Non-rigid means of support
- Temporary immobilization device used to transport accident victims
- Drilling fingernail or toenail, draining fluid from blister
- Eye patches
- Removing foreign bodies from eye with only irrigation or cotton swab
- Removing splinters/foreign material from areas other than eye by irrigation, tweezers, cotton swabs or simple means
- Finger guards
- Massages/standard medical recommendations i.e., general advice on stretches and exercises (a prescribed program of physical therapy is beyond first aid)
- Drinking fluids to relieve heat stress

3.4 Emergency centres

ALL off-site Logistics incidents must be reported immediately to INEOS O&P Europe. This can be done by calling the INEOS O&P Europe **Call receipt centre NCEC** (UK):

The telephone number is: **+ 44 (0) 12 35 23 96 70**

NCEC provides a service of simultaneous translation whereby the caller can speak in his own language.

The NCEC will then call the INEOS O&P Europe **Incident Notification Centre in KÖLN**

The telephone number is: **+49 (0) 221 3555 2223**

Köln covers all European offsite land-based and inland waterway emergencies (barges).

Köln has the responsibility for notifying all relevant O&P Europe people and for liaising with all people that could provide support.

In case of major barge incident, Köln has to liaise with the Grangemouth emergency centre that will notify the INEOS Barge Assurance Superintendent.

Köln can also, when possible and appropriate, provide support at three levels:

- level 1: give requested information (SDS, ...)
- level 2: send somebody on scene for advice, if requested (with relevant approval)
- level 3: send a team on scene for intervention, if requested (with relevant approval)

For all INEOS O&P Europe Marine incidents, the **Grangemouth 24hrs Emergency Centre** must be called.

The telephone number is: **+44 (0) 1324 476 575**

Grangemouth has the responsibility for notifying all relevant INEOS O&P Europe people and for liaising with all people that could provide support.

Grangemouth can also, when possible and appropriate, provide support at three levels:

- level 1: give requested information (SDS, ...)
- level 2: send somebody on scene for advice, if requested
- level 3: send a team on scene for intervention, if requested

The Köln PZ Emergency Centre and Grangemouth will notify the Business duty Manager and will activate if necessary (for major Incidents) an Incident Management Team.

Flow chart of communications in case of a major distribution incidents: [see appendix 2](#)

3.5 Handling Logistics Incident reports and investigation

All Logistics Incident reports (whether on-site or off-site) need to be entered into SharePoint:

<https://wss1.innovene.com/IP/Ops/SC/cm/Lists/Incidents%20%20Accidents%20Reporting%20%20Jan%202009/overview.aspx>

This is done by the INEOS O&P Europe Logistics HSE Manager who will classify the incident according to the INEOS Group Criteria.

For off site Logistics incidents, the INEOS O&P Europe Logistics HSE Manager will assign an investigator. For on-site logistics incidents the INEOS O&P Europe Logistics HSE manager will participate in the investigation with the Site HSE manager.

The investigator must enter the corrective action that was taken.

For providing information on Road accidents, the document in [appendix 4](#) must be completed by the haulier.

When lessons can be learned from an incident, a logistics SHE alert will be raised by the log SHE manager.

APPENDIX1: EXAMPLE OF NEAR MISS FORM FOR DRIVERS (POLYMERS)

INEOS Olefins & Polymers Europe

UNSAFE CONDITIONS ?

| |
|----------------|
| Ineos ref nr: |
| Customer name: |
| Date: |
| Name Haulier: |
| Name driver: |




Loading location

| | Yes | No | Comment |
|--|-----|----|---------|
| Have you encountered unsafe situations during the loading? If yes, please state which. | | | |

Journey

| | Yes | No | Comment |
|---|-----|----|---------|
| *Have you encountered unsafe situations during the journey? If yes, please state which. | | | |

Delivery location

| | Yes | No | Comment |
|---|-----|----|---------|
| PACKED  | | | |
| *Free access to the unloading area? | | | |
| *Unsafe conditions noticed? If yes, please describe. | | | |
| BULK   | | | |
| *Free access to the unloading area? | | | |
| *Discharge area level and stable? | | | |
| *Unloading away from public road? | | | |
| *Adequate height clearance for silo? | | | |
| *Adequate lighting? | | | |
| *Is unloading point marked with name of product or silo number? | | | |
| *Is there an operator present during unloading? | | | |
| *If no operator present, do you know what to do in case of an emergency? | | | |
| *Unloading into small receptacles (e.g. Octabins)? | | | |
| *Is the driver required to take a sample from the top? | | | |
| • If yes, are fall protection systems available? | | | |
| *Unsafe conditions noticed? If yes, please describe. | | | |

REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

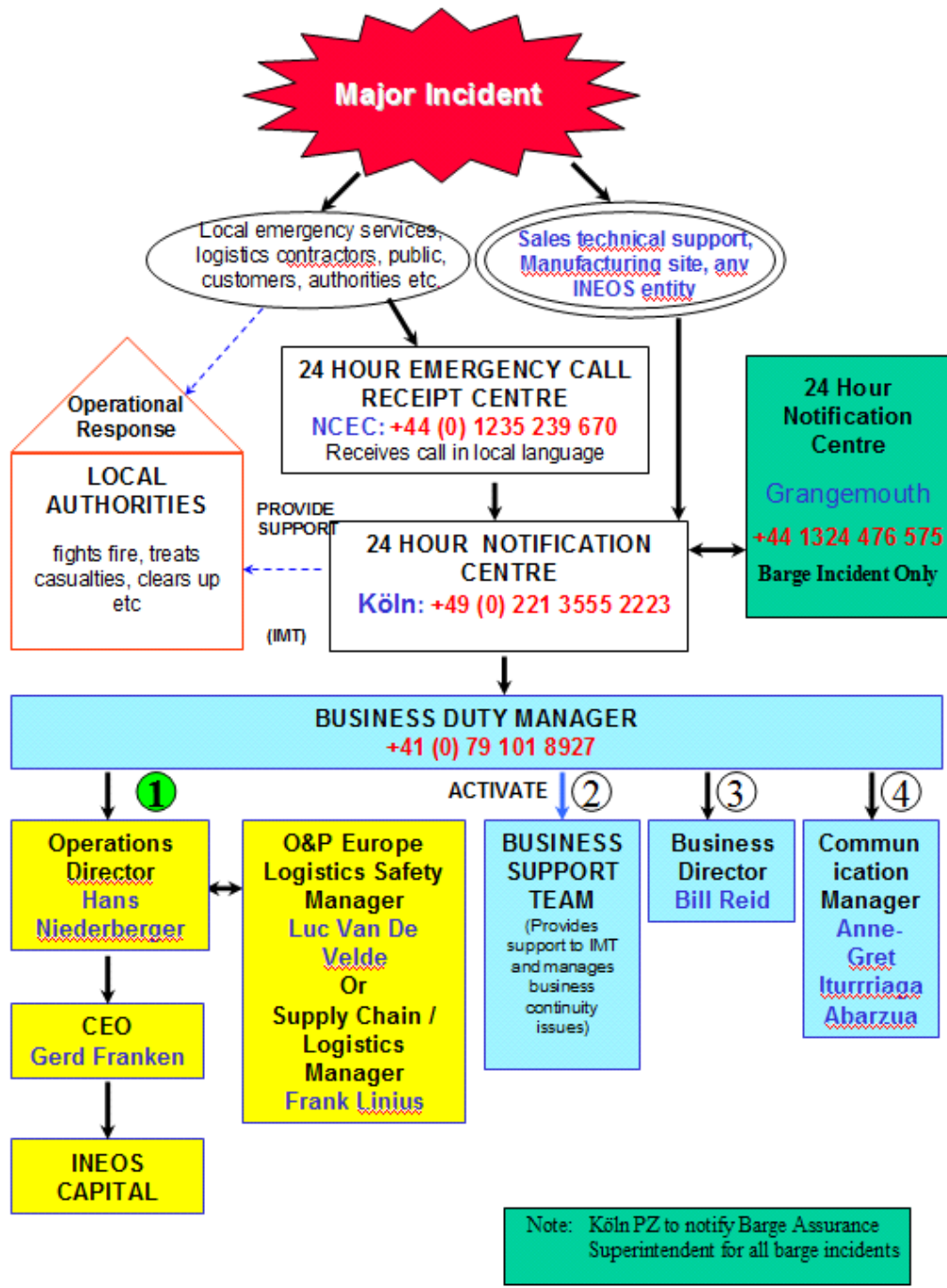
APPENDIX 2: INCIDENT REPORTING FORM

| Callers Details | | | | |
|---|----------|---------------------|----------------|---------|
| Callers Name: | | Telephone: 1. 2. | | |
| Incident Details | | | | |
| Date of Incident: | | Time of Incident: | | |
| <p>Incident Location : Onsite: Offsite: / Inland waterway / Marine / External storages / Customer premises. Other : Exact location (address) :</p> <p>Type of Incident : Fire / Explosion / Loss of containment-Leakage / Gas Emission / Pollution / Other Road Traffic accident / Railcar / Barge / Vessel / Pipeline / Other (please specify):</p> <p>Short description of the incident :</p> <p>Estimation of damages (asset shutdown for days/weeks/months? Traffic interrupted? People evacuated?)</p> <p>Does the caller require help? Yes / No What help is needed?</p> | | | | |
| Scale of Incident: People | | | | |
| Detail | INEOS | Contractors | Third Parties | Unknown |
| Fatalities: | | | | |
| Injured: | | | | |
| Missing: | | | | |
| Scale of Incident: Environment | | | | |
| Detail | Polymers | Chemical (liquid) | Chemical (gas) | |
| Type: | | | | |
| Quantity Released: | | | | |
| Quantity Remaining: | | | | |
| Scale of Incident: Involvement at scene | | | | |
| <p>Is there a Group representative at the scene? Yes / No Name:</p> <p>Organisations at scene : Authorities: Police / Fire Brigade - Ambulances / Coastguards / Media / Other (please specify):</p> | | | | |
| Recorders Details | | | | |
| Date of alert: | | Time of alert: | | |
| Recorders Name: | | | | |

**APPENDIX 3: COMMUNICATION FLOW CHARTS FOR
MAJOR DISTRIBUTION INCIDENTS**

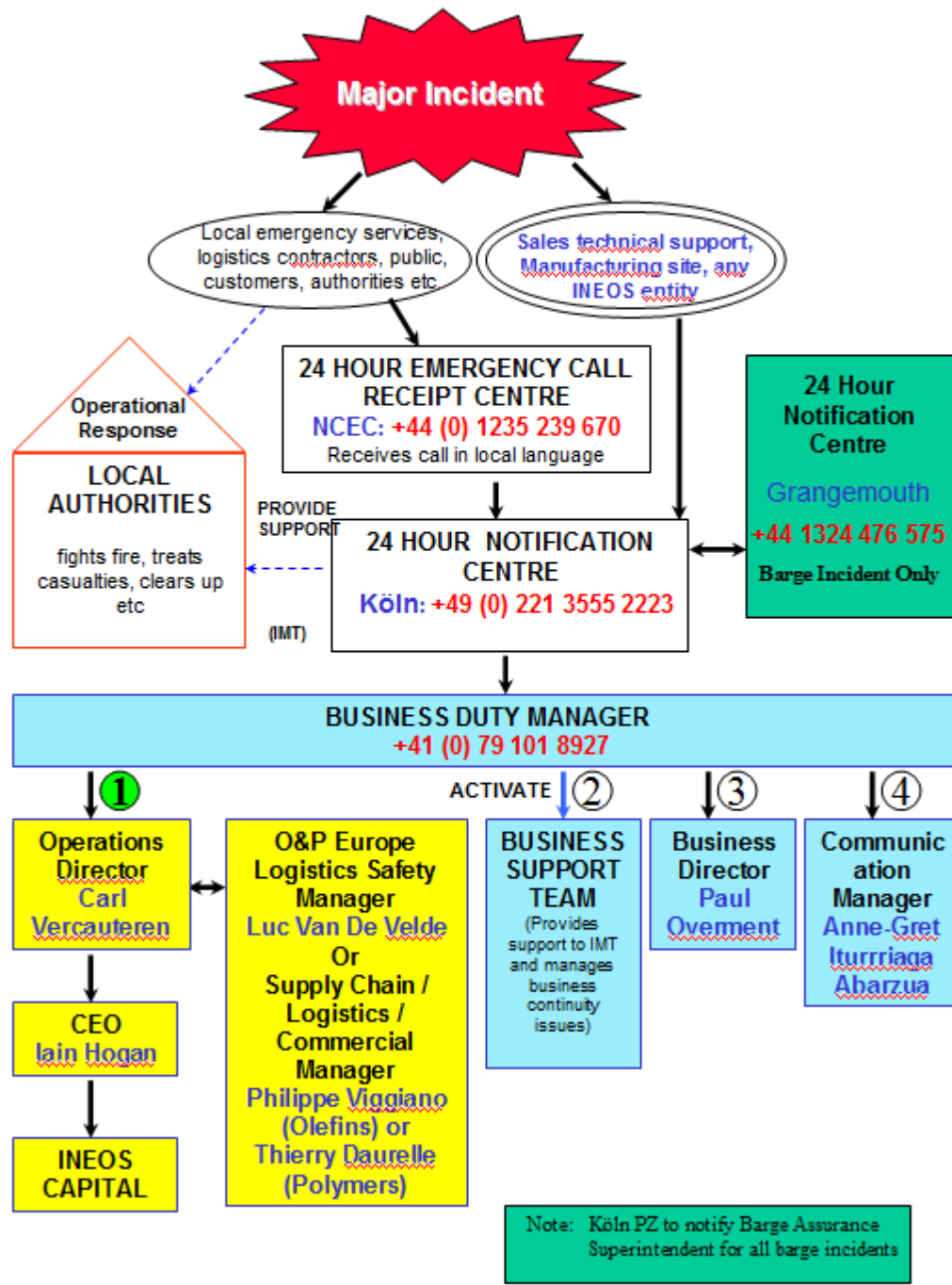
1: O&P North

**INEOS O&P Europe North Road, Rail, Barge /
Customer or Contractor Facility) major SHE incident**



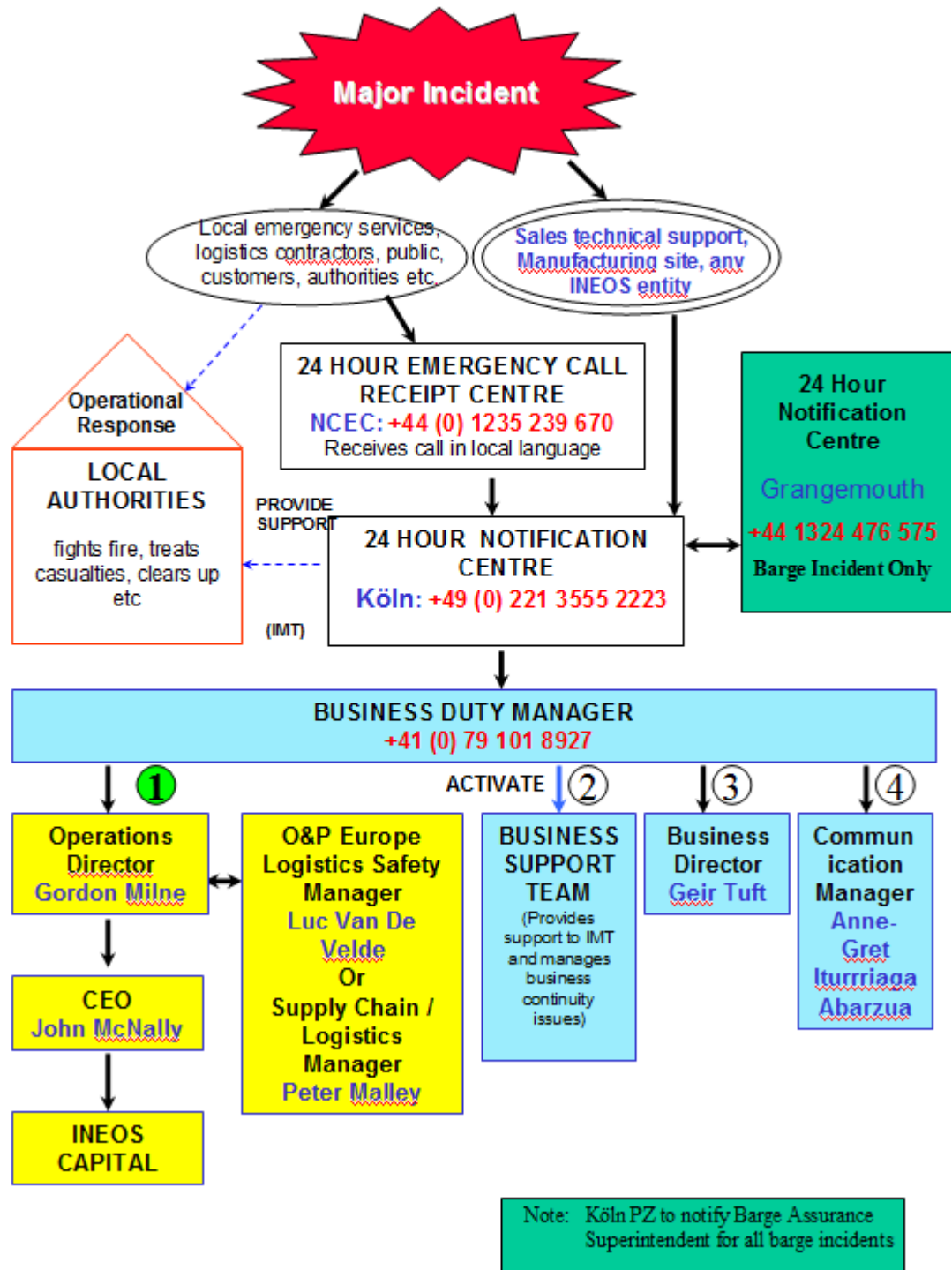
2: O&P South

**INEOS O&P Europe South Road, Rail, Barge /
Customer or Contractor Facility) major SHE incident**



3: O&P UK

INEOS O&P UK Road, Rail, Barge / Customer or Contractor Facility) major SHE incident



APPENDIX 4: CHECKLIST FOR INVESTIGATION

REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

ROAD ACCIDENTS

INEOS O&P Europe Checklist Road accidents

1: Data

| | |
|----------------------------|--|
| Location of accident: | |
| Date of accident: | |
| Alliance involved: | |
| Haulier involved: | |
| Type Vehicle involved: | |
| Product/ ref nr: | |
| Product quantity: | |
| Loading place: | |
| Destination: | |
| Tractor/ trailer plate nrs | |
| Name driver involved | |
| Other vehicles involved | |
| Other people involved | |
| | |
| | |

2: Accident description

| | |
|---------------------------------------|--|
| Description accident: | |
| Driver declaration | |
| Cause of accident according to driver | |
| Speed at time of accident ? | |
| Driver injuries | |
| Other people injured ? | |
| Load damaged/ spillage | |
| Other damage ? | |
| Road conditions | |
| Cruise control switched on ? | |
| Driver under time pressure ? | |
| Immediate actions taken | |
| Recovery operations | |
| Media attention | |
| Road blocked ? | |
| What happened to the product ? | |

3: Time log and communications

| Date/time | Description | Info source |
|-----------|-------------|-------------|
| | | |
| | | |

REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

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| | | |

4 Road/Vehicle Accident Checklist

| Cat. | Question | Yes | No | Comments/ Evidence/ Applicability |
|--|---|-----|----|---|
| D R I V E R | Did the driver; 1. Hold a valid licence for the class of vehicle involved in the incident? 2. Use the vehicle for INEOS business 3. Was familiar with this specific vehicle? | | | |
| | Did the driver complete an INEOS approved driver-training programme? | | | |
| | Is there any evidence to suggest the driver drove the vehicle below the expected standard? | | | |
| | Is there evidence to suggest the driver might have been impaired in any way? (Fatigue, drugs, medicines, alcohol...) | | | |
| | Was the driver medically fit ? | | | |
| | Where seat belts fitted and correctly worn by all vehicle occupants? | | | |
| | Was any communication device in the vehicle used during any time of the journey? | | | |
| V E H I C L E | Was the vehicle involved "fit for purpose" | | | |
| | Was the vehicle in good operating condition? | | | |
| | Is there a record of the 1. Drivers recent work record 2. Vehicle recent work record | | | |
| | Was the load including passengers secure and within legal and/ or design limits for the vehicle? | | | |

REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

| | | | | |
|-----------------------------|--|--|--|--|
| | Was the vehicle; A) Stationary? B) Utilising "Right off Way"? C) Manoeuvring? D) Other | | | |
| | Describe the weather conditions at the time of the incident using either; Good, Average or Bad | | | |
| | Had the driver completed this journey and or task previously? | | | |
| 3rd Party | Was a third party Involved? | | | |
| | Did 3 rd Party driver and/ or Vehicle conform to all legal regulations/ requirements | | | |
| | Has anyone indicated liability | | | |

5: Driver Tiredness:

| Duty History | Duty hours | Total work Time | Driving hours | Rest |
|-----------------------|---------------|-----------------|---------------|----------|
| Day of crash | | | | |
| Day before crash / | | | | |
| 2 Days before crash / | | | | |
| 3 Days before crash / | | | | |
| 4 Days before crash / | | | | |
| 5 days before crash / | | | | |
| 6 Days before crash / | | | | |
| 7 Days before crash / | | | | |
| Sleep History | Sleep periods | | Naps | comments |
| Day of crash | | | | |
| Day before crash | | | | |
| 2 Days before crash | | | | |
| 3 Days before crash | | | | |

6: Info haulier

| | |
|---|--|
| Description of company | |
| SQAS, ISO9000, others.... | |
| Fixed subcontractor/ spot subcontractor | |

7:Info driver:

| | |
|---|--|
| Name | |
| Age | |
| Years of experience in driving heavy vehicles | |
| Years worked for this haulier | |
| Training history | |
| Last medical test | |
| | |

REPORTING, CLASSIFICATION AND HANDLING OF LOGISTICS NEAR MISSES AND INCIDENTS

8:Info vehicle

| | |
|-----------------------------------|--|
| Last technical inspection tractor | |
| Last technical inspection trailer | |
| Tractor first registered | |
| Trailer first registered | |
| Tyres report | |
| ABS fitted ? | |
| Anti roll over systems fitted ? | |

9: INEOS safety policy

| | |
|--|--|
| How is the INEOS safety policy communicated to the drivers | |
| | |

10: Load securing (packed goods)

| | |
|---|--|
| Has the trailer a side structure (side panels and /or lath work) allowing to absorb sideways 30 % of the cargo load ? | |
| Was the load strapped ? describe how | |

11: Other info

| | |
|--|--|
| | |
| | |