

Incident Recording and Reporting Procedures for Evertec General Trading Company Ltd

Incident recording and reporting procedures are crucial for maintaining a safe and compliant working environment. Evertec General Trading Company Ltd recognizes the importance of such procedures to protect its employees, assets, and reputation. Below, we outline the key elements of the company's incident recording and reporting protocols.

1. Incident Identification The first step is recognizing and identifying incidents. This includes accidents, near misses, safety hazards, and any other situations that could pose a risk to employees, clients, or the company's operations. All employees are responsible for reporting incidents.

2. Immediate Response In the event of a serious incident, the safety of personnel and the preservation of evidence take precedence. Employees are trained to respond appropriately to mitigate immediate risks and secure the area.

3. Reporting Evertec employees are required to report incidents promptly using the company's designated incident reporting system. This system ensures that all relevant information, such as the date, time, location, and people involved, is documented accurately.

4. Investigation Upon receiving an incident report, the company initiates an investigation. This step involves collecting additional information, talking to witnesses, and examining any evidence. The goal is to determine the root causes and contributing factors.

5. Documentation Thorough documentation is key to the reporting process. The company maintains detailed records of all incidents, investigations, and corrective actions. This documentation helps in identifying trends and implementing preventive measures.

6. Reporting to Authorities Certain incidents, such as workplace accidents or environmental violations, may need to be reported to relevant authorities. Evertec ensures compliance with all reporting requirements in accordance with local, regional, and national regulations.

7. Communication Clear and effective communication is crucial during incident reporting. The company communicates with affected employees, clients, and stakeholders to keep them informed about the situation and the measures being taken.

8. Corrective Actions After completing the investigation, Evertec develops and implements corrective actions to prevent similar incidents in the future. These actions may include additional training, changes in procedures, or equipment upgrades.

9. Continuous Improvement Evertec General Trading Company Ltd believes in continuous improvement. Incident recording and reporting procedures are regularly reviewed to identify areas for enhancement and ensure the company's commitment to safety and compliance.

By following these incident recording and reporting procedures, Evertec General Trading Company Ltd aims to maintain a safe and accountable workplace, minimizing risks and upholding its commitment to employee well-being and corporate responsibility.

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