

### HSE incident investigation guide for incident owner

This is a simple guide to conduct a good quality incident investigation and ensure the immediate, underlying causes and latent management system failures are identified and remedial actions identified.

Site/Area manager actions:

- Ensure the site staff fulfilled their responsibilities in their investigation guide
- Notify the HSE Team leader.
- Arrange kick-off meeting to form the Incident Investigation Team.
- Arrange a meeting room and facilities for the investigation team to review the investigation materials
- Share initial findings with the incident investigation team.
- Progress incident in PIM
- After reviewing statements taken by site staff, if necessary, conduct further interviews. (IP, witnesses - always interviewed separately, line management )
- Complete the investigation
- Liaise with MSE3 team to complete the incident investigation process