



# Lusail Real Estate Development Company

## Health, Safety, Security, Environment, Logistics & Quality Department

### Lusail Construction Safety Procedural Forms/Checklists – Environmental Incident Investigation Report

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Document No LUS-HSE-FM4-446-108.01 Rev 1

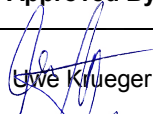
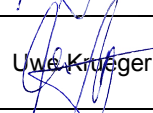
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#### COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

### Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	 Uwe Krueger	1 <sup>st</sup> April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford <i>Michael Ford</i>	 Uwe Krueger	1 <sup>st</sup> April 2015



## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

**REPORT #:**

XXXX

### 1. Project / Contract

Project/ Contract Name	
Project/ Contract #:	
Address:	
Project Manager:	

### 2. Investigation Team

	Name	Position / Title	Company
Team Leader:			
Member:			
Member:			
Member:			

### 3. Persons/ Agencies Notified

Company:	Person Informed:	Telephone:	Date Informed:	Time Informed:



## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

#### 4. Direct supervisors / managers in charge of the activity which related to the env.incident

Name:	Title / Position:	Company:	Contact Telephone:

#### 5. Details of the Environmental accident/incident

Date of Env. Incident:		Date/Time Incident Reported:	
Time of Env. Incident:		Reported by:	
Weather Conditions:		Title / Position:	

#### 6. Location of Environmental Accident / Incident (Give exact location where the incident took place)

#### 7. Summary Description of Environmental Accident / Incident (Attach separate sheet / photos if necessary) Describe how the incident happened. (i.e., **Who, What, Where, When, How?**)



## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

8. **Sketch of Environmental Accident / Incident Scene** (Attach separate photo images if necessary.) Include measurements where possible i.e. distance / height etc.

9. **Equipment Involved in the Env. Accident / Incident** (Attach further pages if necessary)  
Give details of any tools, machinery or equipment involved in the env. incident below.



## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

**10. Environmental Accident / Incident Classification** (Tick relevant box and give brief details)

Category of Env.Accident/Incident:		Please Tick (more than one may be ticked)		
Unscheduled Gaseous Discharge.....		<input type="checkbox"/>		
Unscheduled Liquid Discharge to a Watercourse.....		<input type="checkbox"/>		
Spillage of Hazardous Material, improper handling and storage.....		<input type="checkbox"/>		
Improper Waste Management Practices. ....		<input type="checkbox"/>		
Excessive Environmental Noise.....		<input type="checkbox"/>		
Failure in the environmental management system.....		<input type="checkbox"/>		
Damage to cultural heritage.....		<input type="checkbox"/>		
Other: (Please Expand).....		<input type="checkbox"/>		
Type of Env. Accident/ Incident	Oil Spill	Chemical Spill	Poor water quality (TSS)	Other (please specify)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

### 11. Environmental Accident/Incident Causes Checklist (Tick relevant boxes)

Immediate Causes: What substandard actions and conditions caused the incident					
Inadequate or lack of environmental management standards and systems					
Management Commitment			Contractor Guidelines / Procedures / Work Instructions		
1.	<input type="checkbox"/>	No visible Contractor management commitment on environmental issues	1.	<input type="checkbox"/>	No Guidelines / Procedures / Work Instructions exist
2.	<input type="checkbox"/>	No contact with contractor management concerning environmental issues	2.	<input type="checkbox"/>	Guidelines / Procedures / Work Instructions exist but not available
3.	<input type="checkbox"/>	Others	3.	<input type="checkbox"/>	Guidelines / Procedures / Work Instructions exist but not understood
			4.	<input type="checkbox"/>	Guidelines / Procedures / Work Instructions exist but out of date
			5.	<input type="checkbox"/>	Guidelines / Procedures / Work Instructions exist but are inaccurate
			6.	<input type="checkbox"/>	Others
Training/Education			Communications		
1.	<input type="checkbox"/>	No refresher environmental training given	1.	<input type="checkbox"/>	No communication between management and site personnel
2.	<input type="checkbox"/>	No new hire/contractor environmental training given	2.	<input type="checkbox"/>	No communication between site personnel
3.	<input type="checkbox"/>	No competency assessments made	3.	<input type="checkbox"/>	No documentation of communications conducted
4.	<input type="checkbox"/>	Training records not kept	4.	<input type="checkbox"/>	Others
5.	<input type="checkbox"/>	No verification that training has been received			
6.	<input type="checkbox"/>	Others			
Failure to comply with specified environmental standards and systems					
Management Commitment			Contractor Guidelines / Procedures / Work Instructions		
1.	<input type="checkbox"/>	Inconsistent messages from contractor management	1.	<input type="checkbox"/>	Guidelines / Procedures / Work Instructions exist but not followed
2.	<input type="checkbox"/>	Contractor management unsupportive regarding environmental issues	2.	<input type="checkbox"/>	No enforcement of poor operating practices
3.	<input type="checkbox"/>	Others	3.	<input type="checkbox"/>	Inconsistent application of operating practices
			4.	<input type="checkbox"/>	Others

Training/Education			Communications		
1.	<input type="checkbox"/>	No verification to assess whether training has been understood	1.	<input type="checkbox"/>	Poor quality of communication
2.	<input type="checkbox"/>	No competency assessments made	2.	<input type="checkbox"/>	Assumptions made in implementation of operating procedures
3.	<input type="checkbox"/>	Lack of direct supervision	3.	<input type="checkbox"/>	Guidelines / Procedures / Work Instructions not communicated to personnel
4.	<input type="checkbox"/>	Others	4.	<input type="checkbox"/>	Communications do not address environmental issues
			5.	<input type="checkbox"/>	Others
Lack of appropriate physical controls.					
1.	<input type="checkbox"/>	Poor equipment design	1.	<input type="checkbox"/>	Inadequate equipment repair
2.	<input type="checkbox"/>	Incorrect use of materials or equipment	2.	<input type="checkbox"/>	Skilled and trained personnel not available
3.	<input type="checkbox"/>	Poor state of repair of materials or equipment	3.	<input type="checkbox"/>	Inadequate human resources available
4.	<input type="checkbox"/>	Faulty equipment	4.	<input type="checkbox"/>	Others
5.	<input type="checkbox"/>	Inadequate equipment maintenance			





## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

**12. Details of the Person(s) Involved in Env. Accident/ Incident**

If more than two persons are involved, please attach separate sheet.

	Person 1	Person 2 (if applicable)
Name		
Sex		
Date of Birth		
Home Address		
Experience (time)		
Qatari ID#		

**13. Employer(s) Of Involved Person(s)in the environmental accident/ incident.**

	Person 1	Person 2 (if applicable)
Company Name		
Company Local Address		
Telephone/ Fax Number		
Project Manager		
Contractor or Sub-tier		



## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

**14. Training Details of Involved Person(s)**

Attended induction	Environmental	Yes		No		Date of Environmental induction	
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Has the involved person(s) received prior training on environmental awareness

Yes		No		If yes give details below:
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Has the involved person(s) had any prior training related to Spill prevention and spill response ? Provide details below.	Yes		No	
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**15. Additional Information** (Indicate any additional information which may be of use in the investigation)

**16. Supporting Document Attachments** (Witness statements, photo's, training records, etc.)

1		4	
2		5	
3		6	



## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

**17. Remedial Action(s) Taken** (Indicate the immediate remedial actions taken)

Remedial Action(s)	Responsible Person	Date for Completion

**18. Preventive Actions /Corrective Action(s) to be Taken** (Indicate the corrective actions identified to be necessary to prevent a re-occurrence, including responsible parties and completion dates)

Preventive Action(s)	Responsible Person	Date for Completion



## ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

**19. Contractor Authorizations**

HSE MANAGER/ENVIRONMENTAL MANAGER : NAME: _____ SIGNATURE: _____ DATE: _____
COMMENTS:
FIELD SUPERVISOR/ FOREMAN: NAME: _____ SIGNATURE: _____ DATE: _____
COMMENTS:
PROJECT MANAGER: NAME: _____ SIGNATURE: _____ DATE: _____

**20. To be filled-out by the HSE Manager – Supervising Consultant**

**Review / Follow-up Investigation.**

<b>Review Required</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date of Review	<input style="width: 90%;" type="text"/>	Time	<input style="width: 90%;" type="text"/>
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Location of Review	<input style="width: 80%;" type="text"/>
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Person/s required for review	<input style="width: 75%;" type="text"/>
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# ENVIRONMENTAL INCIDENT INVESTIGATION REPORT

Comments / Remarks	
<b>Comments by:</b>	<b>Date:</b>
Note: The report will only be approved upon completion of the actions (refer to point 17,18) and rectification of the comments stated above.	

Approved by	Signature and Date