

# Accident/ Incident Handling and Reporting Procedure

Reporting Phase

Investigation Phase

Corrective/ Preventive Phase

**Legend**

Report Flow

Process Flow

Accident/ Incident

Serious Injury?

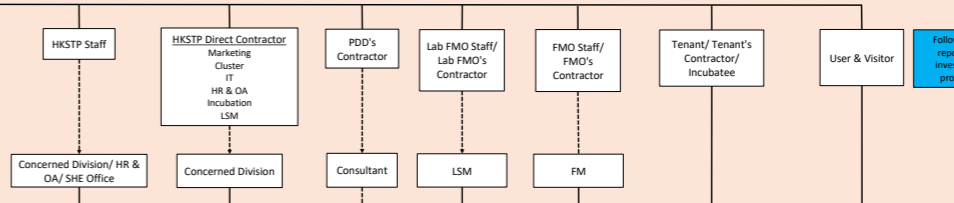
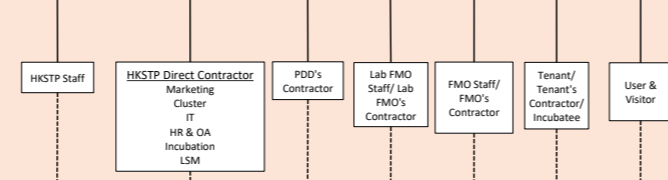
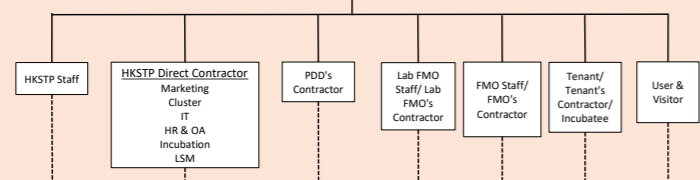
Call ambulance service if necessary

Provide first aid treatment for the injured and remove immediate hazard

Provide first aid treatment for the injured and remove immediate hazard

Happen in Common Area?

Happen in Lab?



FMO receives notification and submits incident report to both FM & SHE Office within 24 hours.

FMO receives notification and submits incident report to both FM & SHE Office within 3 days.

Concerned Division shall submit an incident report to SHE Office within 3 days.

HKSTP PIC shall submit an incident report to SHE Office within 3 days.

Tenant shall follow in-house accident/incident reporting procedure.

Premise's owner shall submit incident report to FM within 3 days (if injury is caused by building facility)

FMO shall conduct investigation and submit a report to FM.

Happen in Common Area?

Happen in Lab?

HKSTP Staff?

FMO shall conduct investigation and submit a report to FM.

HKSTP Staff?

SHE Office shall conduct investigation and submit a report to Concerned Division & HR.

Contractor shall conduct investigation and submit a report to HKSTP PIC.

Premise's owner shall conduct investigation and submit a report to FM.

SHE Office shall conduct investigation and submit a report to Concerned Division & HR.

Contractor shall conduct investigation and submit a report to HKSTP PIC.

Contractor shall conduct investigation and submit a report to HKSTP PIC.

SHE Office shall conduct a full investigation and submit a report to Concerned Division & HR.

SHE Office shall conduct investigation and submit a report to Concerned Division & HR.

Contractor shall conduct investigation and submit a report to HKSTP PIC.

Implement and monitor the effectiveness of corrective action by Concerned Division

Implement and monitor the effectiveness of corrective action by FMO/ Concerned Division

Implement and monitor the effectiveness of corrective action by Contractor

Implement and monitor the effectiveness of corrective action by FMO/ HKSTP PIC

Implement and monitor the effectiveness of corrective action by Premise's owner

Approved by both FM & SHE Office

Approved by both FM & Concerned Division

Approved by HKSTP PIC

Approved by SHE Office

Approved by both FM & SHE Office

Approved by both FM & HKSTP PIC

Approved by SHE Office

Approved by HKSTP PIC

Approved by FM

**Footnote:**  
 1. HKSTP PIC= HKSTP Project in Charge  
 2. SHE Office= Safety, Health and Environment Office  
 3. PDD= Project Development Division  
 4. HR & OA= Human Resources & Office Administration  
 5. IT= Information Technology  
 6. LSM= Laboratory Safety Management  
 7. FM= Facility Management  
 8. FMO= Facility Management Office