



Bovis

Lend Lease

Global Alliance

Environment, Health & Safety Alert

ACCIDENT AND INCIDENT REPORTING

From: Martin Rackley Global Alliance HSSE Manager

Ref. No A/08

Date: 18.01.08

Although this year has hardly begun we have already had two serious accidents and I will communicate the lessons learnt in due course.

- One of these incidents was reported more than 24 hours after the event.
- This delays the investigation process and can put others at serious risk.

Our reporting requirements are clear and have remained unchanged for many years.

- In the event of any accident or incident, however minor, contractors **MUST** notify either their Alliance Project Manager or myself by phone ASAP.
- If you cannot speak to either in person, leave a message **ON BOTH** phones with details of the incident, location, time and condition of any injured persons.

Please ensure this alert is issued to all your teams including the following contact numbers:

- Martin Rackley GA HSSE Manager 07715 704666 (24/7)
- Andy Kennedy GA Project Manager 07766 424651 (Maintenance)
- Joe McGlynn GA Project Manager 07793 306701 (New Build)

BP AND THE GLOBAL ALLIANCE EXPECT FULL COMPLIANCE ON TIMELY ACCIDENT REPORTING.

FAILURE TO FOLLOW THESE SIMPLE PROCEDURES COULD RESULT IN COMPANIES BEING REMOVED FROM OUR TENDER LIST. MAKE SURE IT ISN'T YOURS!

SITE MANAGERS / SUPERVISORS TO BRIEF STAFF AND DISPLAY ON SITE / COMPANY NOTICE BOARD.

SIGN OFF RECORD

Print Name	Signature		Print Name	Signature		Print Name	Signature