

Communication, Investigation and Analysis of Accidents and Incidents

Issued
December 1999
Reviewed
October 2015

Number: PC.ST.00.002.06	References: OHSAS 18001, NBR 14280, ISO 9001, Ordinance 3124/78 and Ordinance 33/83. Purpose: Define the system for recording, communicating and investigating accidents and incidents related to occupational safety, as well as providing information and statistics for analysis.
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Scope:

Related Corporate Procedure:	Human Resources	Supply Chain	Information Technology	Finances	Audit	HSE X	Legal	Quality	Others (Specify)
Internal Site Procedure:	Sandals	Sport articles	Retail	Factory 17	Factory 22	Factory 26	Others (Specify)	Others (Specify)	Others (Specify)
Sector Work Instruction:									

Scope / Coverage:

All Alpargatas S/A Units in Brazil.

Amendments:

What has changed:	Date:
Procedures HSEC 003 Code PC.ST.08.001-01 and HSEC 004 Code PC.ST.08.002-00, have been replaced by this Procedure.	October 2015

Approved by:

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Owners / Recipients:

Headquarters, Industrial Units in Brazil and Commercial Units (Meggashop, Havaianas and Osklen stores). The Industrial Units in Argentina for information.

Generated Records:

Forms for: Accident and Incident Communication; Incident Registration Card; HSE.FP004 - Investigation and Analysis of Accidents and Incidents; Pertinence Assessment; Reclassification of Occupational Accident.

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1. INTRODUCTION

This procedure is replacing HSEC 003 Code PC.ST.08.001-01 - Communication, Investigation and Analysis of Occupational Accidents and HSEC 004 Code PC.ST.08.002-00 - Statistics of Occupational Accidents. With a view to increasing the efficiency of Occupational Accident Prevention and standardizing concepts in the identification of its causes, more than a simple Record, Communication, Investigation and Analysis of Accidents/Incidents is one of the main tools used in the identification of risks found in the work environment and, a very important source in their elimination and/or neutralization.

2. STANDARDS AND DOCUMENTS REGULATING THIS PROCESS

- ✓ **Regulatory Standards- NR, of Ordinance No. 3214, of June 8, 1978**, issued by the Ministry of Labor and Employment - MTE;
- ✓ **Ordinance no. 33**, of October 27, 1983, issued by the Secretary of Safety and Occupational Medicine;
- ✓ **NBR 14280** - Work Accident Register - Procedure and Classification, February 2001, issued by ABNT - Brazilian Association of Technical Standards;
- ✓ **OHSAS 18001/2007** - Occupational Health and Safety Assessment Services, whose best translation is Occupational Health and Safety Assessment Services;
- ✓ **Rules and Procedures of Regional Bodies** that regulate environmental matters in the locations where the Corporation's Units are installed;
- ✓ **HSE policy** - Alpargatas' policy on HSE issues.

3. DEFINITIONS AND CONCEPTS

SESMT – Specialized Services in Safety Engineering and Occupational Medicine: Mandatory services and regulated by Ordinance 3,214/78 of the Ministry of Labor and Employment, composed of the following professionals: Engineer and Technician in Occupational Safety, Doctor and Nurse at Work, Technical and Auxiliary in Occupational Nursing;

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HSE – Health, Safety and Environment: Sector responsible at Alpargatas for issuing standards and procedures, in addition to monitoring and technical guidance regarding matters of Work Safety, Occupational Health and Environment;

Occupational Accident (Legal Concept): It occurs due to the exercise of work in the service of the Corporation, causing bodily injury or functional disturbance that causes the death, or loss, or permanent or temporary reduction of the ability to work.

For this situation, the employee is considered to be at the service of the Corporation in the following situations: In the activity, place and normal working hours;

On the way: round trip from the home to the Corporation, within the usual itinerary and normal length of the journey;

While traveling on business: courses, services, seminars, congresses - all the time away from the usual place of work;

In the provision of any service to avoid losses or provide benefits to the Corporation, even if it is not his function and is outside his hours and place of work.

In periods destined to meal or rest, or when other physiological needs are met, in the workplace or at work, the employee is considered in the exercise of the work.

Occupational Accident (Preventing Concept): Any occurrence that interferes with the normal progress of work, as besides the person, other production factors, such as machines, tools, equipment and time, may be involved in accidents.

Travel Accident: Accidents suffered by employees on the way from home to the workplace or from there to that, whatever the means of transportation, within the usual itinerary and normal duration of the journey.

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Traffic Accident: Accident that occurred as a result of traveling for the service of the Corporation, provided that it is outside Alpargatas' premises, but that it is during working hours at Alpargatas' service or even when traveling, even at the hotel or restaurant, but outside your city of work.

Typical Accident: Work accidents resulting from a specific activity, attributed to some function at Alpargatas. Classification as a Typical Accident can only be done by Alpargatas' SESMT professionals or by CIPA, where there is no SESMT. Road Accidents, Traffic Accidents and Occupational Diseases are excluded.

Causal Connection: Condition established after investigation of the event, by SESMT professionals or representatives of CIPA, where there is no SEMST, to define whether the event is related to work.

Injury With Leave: Bodily injury that prevents the injured person from returning to work on the next business day after the accident, due to a temporary or permanent disability. The characterization of Injury with Leave is the responsibility of the Occupational Physician at Alpargatas. If the injured person has received any health treatment or external assistance, he can only return to work after evaluation by the Alpargatas Occupational Physician. Likewise, if the injured person has any indication of leave, the Occupational Physician (in the legal exercise of his function as a specialist in occupational medicine, according to legal regulations), evaluates whether he can do some restricted or adapted work, and in that circumstance, the Occupational Physician may define it as Injury without Leave.

Injury Without Leave: Bodily injury that does not prevent the injured person from returning to work on the same day or the next business day after the accident, although the injured person does some adapted work, as recommended by the Alpargatas Labor Physician.

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Accident With Leave - ACA: Cases where there is a personal injury, Injury with Leave, as a result of an accident at work, which prevents the victim from returning to work on the next business day after the accident or that results in permanent incapacity for work.

Accident Without Leave - ASA: Cases where there is a personal injury, Injury without Leave, as a consequence of an accident at work, which does not prevent the injured person from returning to work, even if there is restriction in relation to the task he was carrying out, but can work in another position, the same day or the next business day after the accident.

SAME - Simple Medical Care: An event that does not result in significant bodily injury that prevents the person from working on the same day or the next business day after the event, and that there is no major restriction on work. Normally, SAME is restricted to first aid and allows employees to return to their work activities, even if there is a temporary change of activity for a short period. The need to carry out diagnostic tests (e.g. radiological) does not disregard the event as SAME, unless, as a result of the diagnosis, there is a bodily injury that may leave sequelae or that prevent the employee from returning on the first business day following the event, according to the final opinion of the Alpargatas Occupational Physician.

Occupational Illness (Occupational Illness): These are illnesses resulting from the continued or intermittent exercise of work activity.

Incident: Any unscheduled event that has the potential to cause physical harm to employees, but which has not resulted in any bodily injury. It is the event that normally precedes an accident. Incidents are considered: Deviations in Behavior, Near Accidents, Material Accidents, Environmental Accidents and Fires.

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Behavioral deviation: Behavior that differs from the established standard, safety norms or good practices and that, when practiced, increases the probability of an accident occurring. Example: When going down the stairs, you did not use the handrail.

Almost Accident: Also called Incident, it is an undesirable event with the potential to cause bodily harm to people, damage to property, losses in the process or damage to the environment.

Material Accident: An event that causes production interruption or damage to installations, machines, equipment or material goods owned by the Corporation, inside or outside the Corporation. It is also classified as an incident.

Environmental Accident: An unexpected and unwanted event that can cause, directly or indirectly, damage to the environment and health. It is also classified as an incident.

Fire: An occurrence with uncontrolled fire that causes damage and material damage. It is also classified as an incident.

Total Temporary Disability: A total loss of work capacity that results in lost days, except for death, partial permanent disability and total permanent disability.

Partial Permanent Disability: A partial reduction of the work capacity, on a permanent basis that, not causing death or total permanent disability, is configured by the loss of any limb or part of the body, or any permanent reduction of motor or organic function.

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Total Permanent Disability: A total loss of work capacity, on a permanent and irreversible basis, without death.

Lost Days - PD: Estimated days resulting from accidents with leave, defined by the Occupational Physician, right after the diagnosis of the nature of the injury. They are normally estimated after the accident occurs and only those days after the diagnosis of the Alpargatas Occupational Physician should be counted. In the sum, the day of the accident and the day of return to work are excluded. The counting of these days, added to the debited days, aim to measure the severity of the accident at the time it occurs. In the event of a longer or shorter period of leave than initially planned by the Alpargatas Occupational Physician, this difference should appear only in the Effective Lost Days.

Effective Lost Days - DPE: Actual days that occurred when you were off work, due to an accident. The accounting of these days has the objective of measuring the loss of manpower for work.

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Charged Days - DD: Days that are due to the accident, due to permanent disability or death. It has the objective, in addition to the days lost, to measure the severity of the accident at the time of its occurrence.

Natureza	Avaliação Percentual	Dias Debitados
Morte.....	100	6.000
Incapacidade total e permanente	100	6.000
Perda visão de ambos os olhos	100	6.000
Perda da visão de um olho	30	1.800
Perda do braço acima do cotovelo	75	4.500
Perda do braço abaixo do cotovelo	60	3.600
Perda da mão	50	3.000
Perda do 1º quirodátilo (polegar)	10	600
Perda qualquer outro quirodátilo (dedo)	5	300
Perda de dois outros quirodátalos (dedos)	12 ½	750
Perda de três outros quirodátalos (dedos)	20	1.200
Perda de quatro outros quirodátalos (dedos)	30	1.800
Perda do 1º quirodátilo (polegar) e qualquer outro quirodátilo (dedo).....	20	1.200
Perda do 1º quirodátilo (polegar) e dois outros quirodátalos (dedos).....	25	1.500
Perda do 1º quirodátilo (polegar) e três outros quirodátalos (dedos).....	30 ½	2.000
Perda do 1º quirodátilo (polegar) e quatro outros quirodátalos (dedos).....	40	2.400
Perda da perna acima do joelho	75	4.500
Perda da perna no joelho ou abaixo dele	50	3.000
Perda do pé	40	2.400
Perda do pododátilo (dedo grande) ou de dois outros ou mais pododátalos (dedos do pé)	6	300
Perda do 1º pododátilo (dedo grande) de ambos os pés.....	10	600
Perda de qualquer outro pododático (dedo do pé).....	0	0
Perda da audição de um ouvido	10	600
Perda da audição de ambos os ouvidos.....	50	3.000

Note: The table of charged days is used internationally and was organized by the "International Association of Industrial Accident Board and Commission". It was shown in the wording of Regulatory Standard 5 - Internal Commission for Accident Prevention (CIPA), in its exhibit 1 of Ordinance 32/68, then in the update in exhibit II - table 1A of Ordinance No. 33, of 27 October of 1983. Although not mentioned in its last update, in practice reference is still made to Table 1A of Ordinance No. 33, of October 27, 1983, which remains valid. The 6,000 days charged for death are estimated to be equivalent to 20 years of economic loss based on the average working life of a worker.

Total Lost Days - DPT: Sum of DP + DD. Used to measure the severity of the event over a given period of time.

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Man Hours of Exposure to Accident Risk or Man Hours Worked (HHT): Sum of the hours during which employees are available to the Corporation, in a certain period. The hours must be extracted from the payroll or any other time record, considering only the hours actually worked, including overtime. There being no other possibility of using the hours actually worked, you can use the table below:

Description	Average Numbers
Hours worked per day	8h/day
Days worked per month	25 days/month
Hours worked per month	200 h/month (8 × 25)
Days worked per year	300 days/year (25 × 12)
Hours worked per year	2,000 h/year

Source: Adapted from NBR 14280/2001

Frequency Rate - TF or TFA: Measures the frequency of accidents with lost time in a given period of time. The calculation is done according to the Statistics item.

Frequency Rate without Leave - TFSA: Measures the frequency of accidents occurring without leave in a certain period of time. The calculation is done according to the Statistics item.

General Frequency Rate - TFG: Measures the frequency of accidents that occur with and without leave in a certain period of time. The calculation is done according to the Statistics item.

Severity Rate - TG: Measures the severity of accidents that occurred with leave in a certain period of time. The calculation is done according to the Statistics item.

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Effective Severity Rate - TGE: Measures the loss of days, in a certain period of time, resulting from accidents with leave. The calculation is done according to the Statistics item.

Note: For the purpose of internal statistics at Alpargatas, only Typical Accidents will be computed. It is important to highlight that the issuance of CAT and the classification of accidents as occupational accidents, from a legal point of view, must be carried out, following the legislation in force, including legal statistics.

4. TYPES OF EVENTS

INCIDENT: Behavioral deviation; Almost accident; Material Accident, Environmental Accident; Fire.

SAME: Simple Medical Care.

TYPICAL ACCIDENT: It can be with or without Leave.

TRANSIT ACCIDENT: Can be with or without Leave.

TRAVEL ACCIDENT: Can be with or without Leave.

Each of the above events can also be HIGH, MEDIUM or LOW POTENTIAL LOSS.

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5. EVENT REGISTRATION AND CLASSIFICATION

Any employee identifying any event related to Workplace Safety, Occupational Health and the Environment must immediately report it to their immediate superior or register on an available form.

In the case of bodily injury, the employee must be referred or instructed to immediately seek the unit's medical clinic, if there is none, he must be referred immediately to a health unit.

The provision of first aid and the search for the least possible impact on people's health should always be a priority in the whole process.

The Medical Service must perform the first service, register "HSE.FP004 - Investigation and Analysis of Accidents and Incidents; Pertinence Assessment; Dismissal of Work Accident" and immediately communicate to the employee's manager, who must call the Engineer or Safety Technician to verify the facts and establish or not the causal link.

If the causal link is not established, that is, it is verified that it is not an accident at work, the "HSE.FP004 - Investigation and Analysis of Accidents and Incidents must be completed; Pertinence Assessment; Work accident mischaracterization "the Work accident mischaracterization form, exclusively by the Safety Technician or Engineer.

If there is a personal injury, it is the responsibility of the Alpargatas Occupational Physician to assess the severity of this injury and classify it as Injury with Leave or Injury without Leave.

When necessary, the Occupational Physician or Alpargatas health professional, must refer the person to specialized external assistance or even emergency assistance. In units that do not have an internal Health Service, or if they are not currently present, the employee must be referred immediately and treated in an appropriate external health unit.

When there is external assistance, the employee must return to Alpargatas, in a maximum of 24 hours, for our Occupational Physician to evaluate:

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- If the employee is able to return to his/her position, being able to decide for his/her leave or for restricted work, even if the external doctor has not recommended any leave; or
- If the employee really needs to leave work, being able to decide to change the period of leave or not to leave the employee, according to the attributions conferred on him by the Medical Council, in the legal exercise of his profession, even if the doctor external body has issued a certificate.

In the case of restricted work or change of function, the assessment to determine the other activity must be carried out jointly by the following professionals: Doctor/Occupational Nurse, Safety Technician/Engineer and Supervisor/Sector Manager who will receive the person.

In the case of incidents, depending on the type of incident, the unit can use "HSE.FP004 - Investigation and Analysis of Accidents and Incidents; Pertinence Assessment; Dismissal of Work Accident ", the Incident Registration Card, the Behavioral Observation Card or even another type of record, including electronic, that is available in the unit to record the event.

6. COMMUNICATION

Any and all accidents and incidents must be reported immediately to the employee's immediate superior or responsible for the place where the event occurred. This in turn, must ensure communication to the manager responsible for the place where the event took place, which in turn must call the Investigation Commission composed of different types of professionals, as defined in the item of INVESTIGATION and the need for each type of event.

Internal communication to the other levels within the unit is at the discretion of the manager of the location, where the event took place, and the HSE team, who can use the DDS - Direct Safety Dialogues or other means to disclose to everyone about the event. In the case of ACA and event with APP, communication is mandatory for employees of the same function or similar risks.

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ACCIDENT WITH LEAVE (ACA) AND EVENT WITH HIGH POTENTIAL LOSS (APP)

The Manager of the place where the event took place, or whoever replaces it, must inform the Unit Manager. This in turn must immediately communicate by phone, SMS, WhatsApp or other electronic means to the Director responsible (in the case of the Factories it is the Industrial Director). The HSE Manager, or whoever replaces him, must communicate to the Corporate HSE Manager.

Within a maximum period of 48 hours, the HSE Manager, or whoever replaces him, must send an e-mail to the responsible Director and his Senior Management, in addition to the Corporate HSE Manager, with the Communication of Accidents and Incidents, according to the standard model of the annex 03. In smaller units, which do not have HSE professionals, it must be done by a CIPA or HR representative.

In the case of Accident with Leave, the e-mail communication must also go to the CEO of Alpargatas.

EVENT WITH AVERAGE POTENTIAL LOSS (MPP)

The manager of the place where the event took place, or whoever replaces it, must communicate to the Unit Manager. The HSE Manager, or whoever replaces him, must communicate to the HSE Corporate Manager.

LOW LOSS POTENTIAL EVENT (BPP)

The communication must go to the site manager. The event must be registered and monitored for all actions to be properly addressed and resolved.

7. ACCIDENT AND INCIDENT INVESTIGATION

"The cause that leads to an incident may be the same that could lead to an accident with death."

The location where the event and agent of the injury occurred should be preserved until a more detailed investigation is carried out. If applicable, the release to resume operation of the machine/equipment must be carried out by the HSE team.

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The investigation process should start considering the facts related to the event and its potential to cause damage, therefore, an event with a high potential for loss, even if there was no personal injury, should be investigated with the same depth as if a serious accident with leave, to find the root causes and prevent the event from recurring.

The investigation of accidents must be carried out and disclosed within 15 working days after the event. Except in processes that depend on technical expertise and laboratory results, in these cases, the unit manager must inform and justify a longer period.

The manager of the place where the event took place is responsible for conducting the accident investigation process, with the support of the unit's HSE sector. The manager must convene an Investigation Commission, which must be formed according to the type of event.

The investigation must be registered in the standard form "HSE.FP004 - Investigation and Analysis of Accidents and Incidents; Pertinence Assessment; Dismissal of Work Accident".

If there is more than one injured person, in the same event, an investigation file must be opened for each person who has suffered an accident, even until the investigation process continues. Therefore, only in this case, the number of events will be the number of people who have suffered injuries. If there are several people involved, but only one with an injury, in this case, only one event should be considered.

Important: If the origin of the event was, for example, a fire, which caused injury with lost time in a person. In this case, the process should be opened as an accident with leave and the event should be investigated as one, within the investigation process of the accident with leave.

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ACCIDENT WITH LEAVE (ACA) AND EVENT WITH HIGH POTENTIAL LOSS (APP)

The root cause must be determined using the Cause Tree methodology. When building the causes tree, it is recommended that a meeting be held with the Investigation Commission, starting with the description of what happened, followed by a BRAINSTORMING with the facts related to the event. We also recommend using the ISHIKAWA DIAGRAM to help organize causes that contributed to the effect. So that the tree of causes can finally be built. It is important to note that for each of the root causes identified there must be a specific action.

The Investigation Commission must be composed of:

- Person in charge of the Event Location: Manager or Coordinator (conductor of the process);
- HSE: Manager or Engineer (technical support);
- Unit Manager;
- Accident, witnesses or employees of the same function, when necessary and necessary (defined by the process leader);
- CIPA President, Vice or Member: mandatory only in the case of ACA;
- Other professionals, according to the need and situation (defined by the process leader): Maintenance, Health Service, Industrial Engineering, etc.

EVENT WITH AVERAGE POTENTIAL LOSS (MPP)

The use of the 5 WHY research technique is mandatory. ISHIKAWA DIAGRAM is recommended to assist the investigation process, mainly in determining the causes. The use of the CAUSE TREE is optional.

The Investigation Commission must be composed of:

Person in charge of the Event Location: Supervisor (conductor of the process); HSE: Engineer or Technician (technical support);

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Accident, witnesses or employee of the same function, when necessary and necessary (defined by the conduct of the process);

President, Vice or CIPA Member: mandatory only in the case of ASA;

Other professionals, according to the need and situation (defined by the process driver):

Maintenance, Health Service, Industrial Engineering, etc.

LOW LOSS POTENTIAL EVENT (BPP)

There is no obligation to use any investigation technique, but as the case may be, the conductor of the process can use the 5 WHY, ISHIKAWA DIAGRAM, CAUSE TREE or other method, as the case may be. There is no mandatory formation of the Investigation Commission, but the person responsible for the process must always be responsible for the place where the event took place.

8. RESEARCH PRESENTATION MEETING

When dealing with ACA and APP event, within 15 working days after the event, the person in charge of the unit must call a meeting with the Director and Senior Management of the area where the event took place, in addition to the Corporate HSE Manager, to present the conclusions of the Investigation process, as well as its causes, actions taken and planned, when applicable.

In the case of accidents with a more serious injury, the President of the CIPA must convene an extraordinary meeting of the CIPA.

9. PERTINENCE ASSESSMENT

In the case of ACA and events with APP and MPP, a Pertinence Assessment must be carried out in the other units within 15 days after the unit has received the conclusion of the investigation process carried out by the unit of origin, according to the standard form "HSE.FP004 - Investigation and Analysis of Accidents and Incidents; Pertinence Assessment; Dismissal of Work Accident".

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The Pertinence Assessment aims to identify and eliminate similar risks in other units and must be conducted by the Unit Manager. The completed form must be sent to your Director and the Corporate HSE Manager.

The Pertinence Assessment is mandatory only for the Industrial Units, for the Commercial Units it can be used or not, as the case may be, defined by the Area Director or by the Corporate HSE Manager.

10. ACTION MONITORING

Each unit must develop a control system for the actions raised, in order to ensure that each action raised is duly monitored until its final resolution. It is recommended that this control system be the same for the actions defined due to some ACCIDENT, SAME or INCIDENT and for any other HSE NON-CONFORMITY raised in audits and inspections in general.

This control should remain with the manager of each sector.

11. TRAVEL ACCIDENT

The injured person must report the incident as soon as possible to the HR or HSE of the unit working, presenting, as soon as possible, the Police Report (Police, Hospital, Fireman, and SAMU).

Only the commuting accident that has a police report will be characterized, proving that the location of the event is on the usual route and at a time compatible with the time required for commuting to or from work.

The same procedure and internal communication deadlines are not mandatory, however, the event must be investigated by SESMT. As well, in this case, the cause tree is not mandatory, even in cases of absence or high loss potential.

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12. STATISTICS

FREQUENCY RATE (TF or TFA)

$$TFA = [(N \times 10^6) / HHT]$$

SEVERITY RATE (TG)

$$TG = [((DP+DD) \times 10^6) / HHT]$$

EFFECTIVE SEVERITY RATE (TGE)

$$TGE = [(DPE \times 10^6) / HHT]$$

FREQUENCY RATE OF

ACCIDENTS WITHOUT LEAVE (TFSA)

$$TFSA = [(NSA \times 10^6) / HHT]$$

GENERAL FREQUENCY RATE (TFG)

$$TFG = [(NT \times 10^6) / HHT]$$

Where:

N = number of accidents (accidents) with leave in the period of time being considered (month, quarter, year, etc.).

NSA = number of accidents (accidents) without lost time in the period of time being considered (month, quarter, year, etc.).

NT = total number of accidents (accidents) with leave and those without leave (with minor injury or without loss of time) in the period under consideration (month, quarter, year, etc.).

10⁶ = 1,000,000 Human Hours of Exposure to Risk

For the other acronyms, see Definitions and Concepts.

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CONSIDERATIONS ON STATISTICS:

The Frequency Rate (TFA), the Accident Frequency Rate without Leave (TFSA) and the General Accident Frequency Rate (TFG) should be expressed to the nearest hundredth, as they express the number of events (frequency) that occurred in a certain amount of time.

The Severity Rate (TG) and the Effective Severity Rate (TGE) must be expressed by an integer, as they express the extent (severity) of the injury (s) that occurred in a given period of time.

13. ACCIDENT AND INCIDENT ANALYSIS

Additionally, analyzes and statistical information on accidents and incidents, recurrences, the most frequent types of injuries, the most affected body parts, among others, should be presented at the Results Meetings or the HSE Committees.

Files with all the necessary information for the elaboration of the Statistical Map and Annexes must be kept by each unit, within the legal models, for inspection purposes of the SRT - Regional Labor Office, MTE organ.

14. EXHIBITS:

Exhibit 01: Flowchart of the Accident and Incident Communication and Investigation Process.

Exhibit 02: Incident Registration Card.

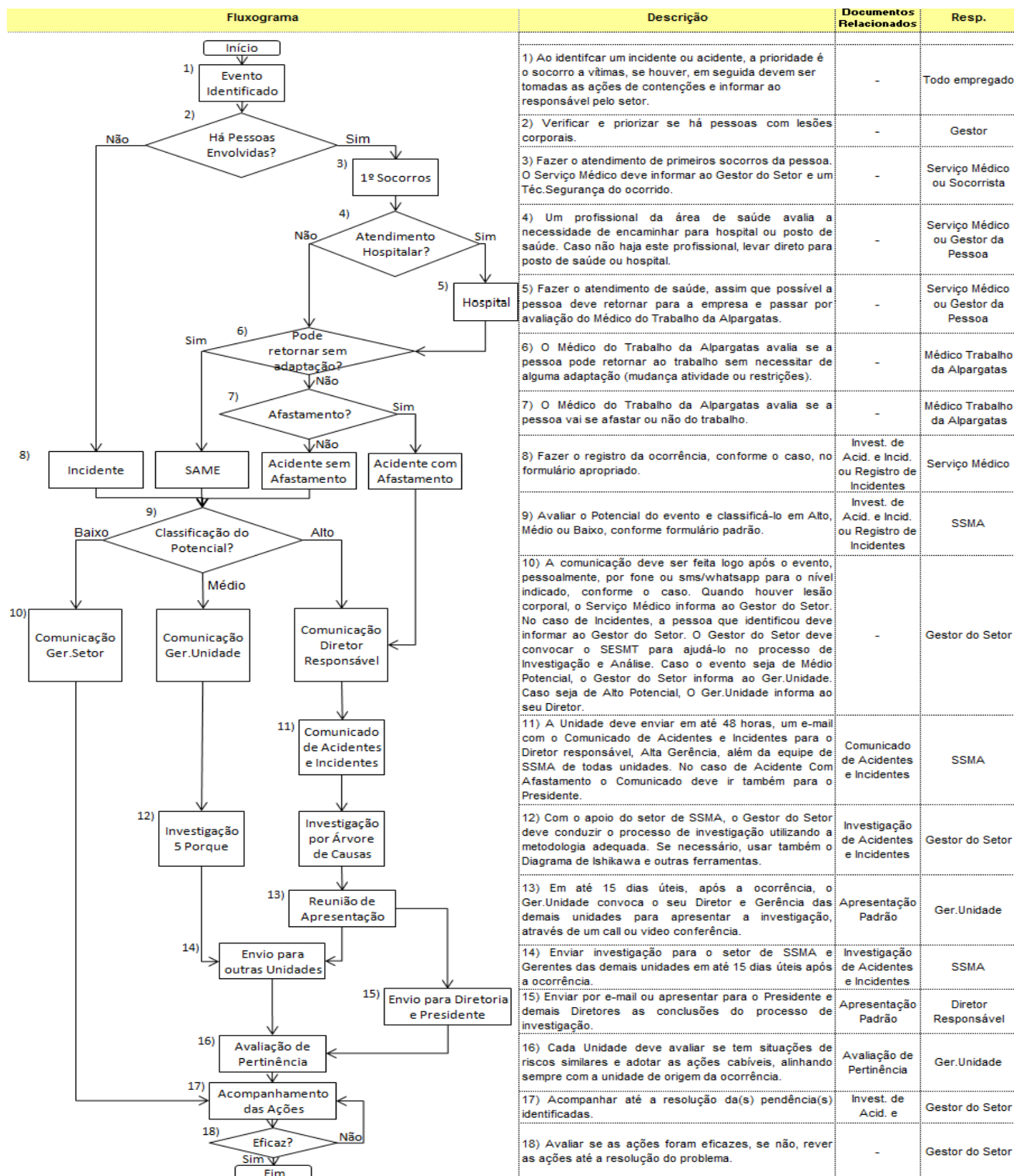
Exhibit 03: Accident and Incident Communication.

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EXHIBIT 01: COMMUNICATION AND INVESTIGATION PROCESS FLOWCHART



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EXHIBIT 02:

INCIDENT REGISTRATION CARD

 CARTÃO DE REGISTRO INCIDENTE 			
Data:	__/__/__	Hora:	__:__
Local:			Setor:
Nome:			
O que aconteceu:			
<div> <input type="radio"/> Desvio Comportamental <input type="radio"/> Incêndio </div> <div> <input type="radio"/> Quase acidente <input type="radio"/> Acid. Material <input type="radio"/> Acid. Ambiental </div>			
Sugestão de ação:			



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EXHIBIT 03:

COMMUNICATION OF ACCIDENTS AND INCIDENTS

DATA RELATING TO THE EVENT (when there are no people involved, remove the corresponding items)

Kind of event: ☐ Accident with Leave ☐ Accident without Leave
☐ Simple Medical Care ☐ Incident

Loss Potential: ☐ HIGH ☐ MEDIUM ☐ LOW

Name and Registration / Personal No.: (full name and registration / Personal No.)

Age: xx years

Position: (position exercised, according to HR)

Activity: (describe the activity performed at the time of the accident. Ex.: Op. Mill) Injury Type and Location: (describe the type of injury and body part affected)

Injury Agent: (describe the agent causing the injury)

Corporation time: xx years and xx months

Occurrence Date and Time: xx / xx / xx - xxhxx

BRIEF DESCRIPTION

(Make a brief and objective description with all the facts that occurred, moments before the accident, until the moment that the accident occurred).

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SERVICE PROCEDURE

(Put here the current situation in which the employee is. Ex .: Person was served at the hospital, with his left foot immobilized. He is recovering in his nursing home).

TIME ALLOCATED FOR LEAVE (WORK DOCTOR)

(Inform the estimated time, according to information given by the Alpargatas Occupational Physician - only valid information).