

Appendix 4

Incident Reporting Form

This Project shall implement an Environmental and Social (E&S) Incident Notification and Reporting Procedure consistent with the requirements of ESS1, the Environmental and Social Commitment Plan (ESCP), and the World Bank Environmental and Social Incident Response Toolkit (ESIRT). The objective is to ensure the timely notification, investigation, reporting, and closure of all environmental, social, occupational health and safety (OHS), community health and safety (CHS), labour, security, biodiversity, cultural heritage, and SEA/SH incidents arising during Project implementation.

Step 1 – Immediate Response (Immediately upon occurrence)

- Protect life, health, property, and the environment.
- Provide emergency response and medical assistance where required.
- Secure the site and prevent further harm.
- Notify relevant emergency services and competent authorities, where applicable.

Step 2 – Internal Notification (Immediately)

The Contractor shall immediately notify the Contract Engineer and the PIU, providing the date, time, location, description of the incident, persons affected, and immediate actions taken.

Step 3 – Notification to the World Bank (Within 48 Hours)

The PIU shall notify the World Bank within 48 hours of becoming aware of any incident or accident that has, or is likely to have, a significant adverse effect on the environment, affected communities, the public, or workers. For the purposes of this notification requirement, an incident shall be considered significant where it involves any of the following:

- (i) a fatality or serious injury to a worker or third party;
- (ii) uncontrolled pollution or contamination of water, soil or air exceeding applicable project standards or requiring emergency response;
- (iii) damage to critical infrastructure, or to sensitive or protected habitats or species;
- (iv) evacuation, intervention by external emergency services, or a formal complaint from an affected community;
- (v) any other event which, in the reasonable judgment of the PIU, may attract public, media or regulatory interest.

The PIU shall make this assessment promptly and on a precautionary basis. This does not preclude a later, more detailed assessment by the environmental supervision team or relevant experts.

The initial notification will be provided using Form Part B (Appendix 4.1) and should include:

- Project and contract reference;
- Date, time and location;
- Description of the incident;
- Preliminary consequences and affected persons;
- Immediate response measures;
- Planned next steps and contact person.

Step 4 – Investigation and Corrective Actions

The PCU/PIUs, together with the Contractor and Contract Engineer, shall investigate the incident to determine its root causes and prepare a Corrective Action Plan (CAP). Part C of the form will be completed by the PCU/PIU with inputs from the Contractor and Contract Engineer following investigation. A detailed investigation report, including root cause analysis, corrective and preventive measures, responsibilities, and implementation schedule, shall normally be submitted to the World Bank within the timeframe agreed with the Bank (typically within 10 working days, unless otherwise agreed).

Step 5 – Closure

The incident shall remain open until all corrective actions have been implemented and verified by the PIU and, where required, accepted by the World Bank.

Minimum Information for Initial Incident Notification

Information Required	Description
Project / Contract	Name and contract reference
Date and Time	When the incident occurred
Location	Site and coordinates (if available)
Type of Incident	Fatality, injury, pollution, community incident, labour, SEA/SH, biodiversity, cultural heritage, etc.
Description	Brief factual summary of the incident
Persons Affected	Workers, community members, contractors, visitors
Immediate Response	Actions taken to secure the situation
Authorities Notified	Emergency services or competent authorities, where applicable
Proposed Next Steps	Investigation and corrective actions
Contact Person	PIU focal point

The PCU and PIUs shall maintain an Incident Register recording all E&S incidents and accidents, investigations, corrective actions, implementation status, and closure.