



INCIDENT & NEAR-MISS MANAGEMENT PROCEDURE

HSE Procedure

Al Khobar Stockist Warehouse & Distribution Facility

DTE-HSE-PRO-04 | Revision 00 | Effective 01 January 2026



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Document Title	Incident & Near-Miss Management Procedure	Effective Date	01 January 2026
Issued By	HSE & Compliance Function	Approved By	General Manager
Applicable To	Al Khobar Warehouse & Distribution Facility	Classification	Internal / Controlled

Incident & Near-Miss Management Procedure

All incidents, near misses, and hazardous conditions occurring at the Al Khobar facility are to be reported immediately to the Warehouse Supervisor using the Incident/Near-Miss Report Form, regardless of severity or whether injury or damage occurred. This includes damage to stored product, racking, vehicles, or facility infrastructure.

Saudi Labour Law requires employers to report work-related accidents and occupational diseases to the competent authority and to keep accessible records for inspection; where an incident meets the threshold for external notification (e.g., a lost-time injury), Diode notifies MHRSD and the General Organization for Social Insurance (GOSI) in accordance with statutory timeframes, in addition to its internal investigation process.

Procedure Stages

1. Immediate response — make the area safe, provide first aid or emergency assistance as required, and prevent further loss.
2. Reporting — the Incident/Near-Miss Report Form is completed on the same working day and forwarded to the HSE & Compliance function.
3. External notification — where required by law (e.g., lost-time injury, serious incident), MHRSD and GOSI are notified within the statutory timeframe.
4. Investigation — incidents are investigated by the Warehouse Supervisor (or Management, for significant incidents) to establish root cause using a structured method (e.g., 5-Why analysis).
5. Corrective action — actions arising from the investigation are assigned an owner and target date and tracked to closure.
6. Review & trending — closed incident records are reviewed periodically by Management to identify trends and inform updates to risk assessments and training.

Classification

Incidents are classified to support consistent trending and reporting: Near Miss (no injury or damage, but potential existed); First Aid Case; Medical Treatment Case; Lost-Time Injury; Property/Product Damage; and Environmental Incident. Classification is recorded on the Incident/Near-Miss Report Form and used to prioritize investigation depth.

Investigation & Root Cause

Investigations look beyond the immediate cause to underlying contributing factors — for example, inadequate signage, missing training, or an unclear work instruction — rather than attributing an incident solely to individual



error. Findings are documented with supporting evidence (photographs, witness statements, measurements where relevant) and retained with the investigation record.

A running Incident & Near-Miss Register is maintained as a controlled record, capturing date, description, classification, investigation outcome, and corrective action status for the facility. This register, together with supporting investigation reports, is retained and made available to customer and third-party auditors as evidence of the incident management system in operation.

Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.

Reference	Relevance
Saudi Labour Law, Article 125	Requires employers to report work-related accidents and keep records accessible for inspection.
GOSI Occupational Hazards Branch	Statutory injury-reporting and compensation framework for work-related incidents.

Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- Incident/Near-Miss Report Forms
- Incident & Near-Miss Register
- Investigation reports and corrective action tracker
- External notification correspondence (MHRSD/GOSI), where applicable

Related Documents

- DTE-HSE-PRO-03 Risk Management & Hazard Identification Procedure
- DTE-HSE-PRO-05 Emergency Preparedness & Response Procedure

AUTHORIZATION

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Company Stamp:

