

<ul style="list-style-type: none"> An outside agency service will be utilized in investigations where in-house expertise is insufficient. 	
4.12.3 CAUSES IDENTIFIED : <ul style="list-style-type: none"> The scope of the investigation will be commensurate with both the event and the risk. The immediate and direct causes will be identified. The basic and indirect causes will be identified. All causes will be individually documented and analysed for future risk and remedial action requirements. 	
4.12.4 EFFECTIVE RECOMMENDATIONS <ul style="list-style-type: none"> The investigation procedures will include recommendations to reduce the risk (i.e. minimize or eliminate a recurrence). The recommendations will be practical, feasible and comply with minimum standards. In all instances, there will be a formal follow-up action to determine if effective and sufficient. 	

DELEGATION OF RESPONSIBILITY: All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing. Facilities Management is responsible for maintaining this standard.

Approved by (Position)	Date approved	Signature

Circulation List:

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature