

# **Investigation, and Reporting, of Accidents.**

## **Reporting of damage or dangerous occurrences**

The safety of all employees (and contractors / visitors) at any time is “FIRST PRIORITY”

It is every employee’s duty to themselves and their fellow workers, to report any damage or accident / incident immediately so that the necessary steps can be taken to rectify the situation.

ALL EMPLOYEES MUST WORK SAFELY AT ALL TIMES.

## **3 Day absence notification to HSE**

It is the duty of the supervisors to notify the Safety Director of any employee’s absence from work for more than 3 days due to an accident at work (Note: this 3 days excludes the day of the accident but includes Saturday and Sunday).

The accident book must be checked to see that the correct entry has been made.

The Safety Director will investigate the accident, as stated in the manual. He will then complete the RIDDOR form and send it to the Health & Safety Executive; a copy will be kept on file and an additional copy to be kept on “Intrastats”.

**In any serious accident or incident, the Safety Director must be informed immediately.**

## **DANGEROUS OCCURRENCES**

It is the duty of all supervising personnel to notify the Safety Director of any dangerous occurrences, for example:

- Electrocution
- Fall of High place
- Chemical injury

The Safety Director will investigate the dangerous occurrence and inform the Health & Safety Executive by the quickest means practicable means, followed by a written report on the appropriate form within 7 days, a copy is to be kept on file and an additional copy to be kept with the general register.

In order that the company may discharge its duty of keeping the Health & Safety Executive informed of accidents and dangerous occurrences it is essential that a system for reporting all accidents and “near misses” and for recording statistics be maintained.

It is not sensible to investigate only those accidents, which result in serious injury. Lessons can be learned from accidents / incidents which do not result in injury and if corrective action is taken, recurrence will be avoided, thereby preventing possible injury.

When an accident occurs it is often fortuitous whether the result is serious, or minor injury, or no injury at all or damage to plant / equipment. An accident or set of circumstances can recur and in each case the result may be different even though the principle causes are the same.

Management must be aware of all the accidents that happen to their employees and take action to prevent them recurring. It is their responsibility to ensure that all incidents involving injury, damage to plant or equipment or a “near miss” are reported on an accident report form and / or the accident book completed.

The system of reporting incidents is not a way of apportioning blame to individuals, but is a means of identifying hazards and so attempting to prevent similar incidents from occurring.