



Accident Investigation, Near Miss Process and Reporting

In the event of an employee of this organisation suffering any of the following:

- Fatal injury
- Specified injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more etc)
- An injury resulting in the employee being absent from work for more than 7 days.
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc) or
- Any other accident resulting in damage to property or injury to employees and/or members of the public.
- Any near miss and potential risk should also be reported where someone could have been injured or an activity wasn't safe to proceed with due to health and safety concerns, this should be highlighted immediately on the blank risk assessment provided with each job pack and fed back to your line manager for investigation (Or Call the Main Office on 0345 300 9923 to report and document if not working on a project).

Certain procedures must be followed as described below:

Initially, the accident **must** be reported to your supervisor as soon as possible and be reported in the accident book held on the premises. Those working on sites away from the organisation's premises are to ensure that the accident is reported to head office for entry into the accident book.

The details that must be recorded in the accident book are:

- Name of the person suffering the injury
- Date and time of the injury
- Name of person reporting the injury
- Cause of the injury
- Any action taken as a result of the injury
- Whether or not the injury is reportable to the enforcing authority (The Health & Safety Executive or local authority) and
- Nature of the injury (e.g. part of the body affected)

The supervisor is required to report the incident to the head office management who will decide if it is reportable to the enforcement authority. **If** it is, an appointed member of management will complete the online report within the time period specified by law. Details of the accident reporting telephone line are given overleaf. Over 7 day injuries must be reported within 15 days to the HSE office (or the Local Authority Environmental Health Department) that serves the location of the accident. Deaths and specified injuries, which are reportable immediately, should be reported by the quickest possible means, then must be followed up by the official reporting form within 10 days via the internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the internal accident investigation form, and that



remedial measures are put into place to prevent a recurrence. Details of accident/incident are to be reported to Contracts Director and Operations & Logistics Manager so Toolbox Talk can be issued to all staff to prevent future recurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **must** report the accident in the accident book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.

If a member of the public (or other person who is not an employee) is injured as a result of a work activity by one of our employees and that member of the public is taken to hospital for treatment, the accident/injury **must** be reported to company management **without delay**.

Where an incident has occurred that is classified as a dangerous occurrence it **must** be reported to management **without delay** – even if no one was injured.

ACCIDENT REPORTING TELEPHONE LINE

Fatal and Specified injuries may be notified by telephone to the National Incident Contact Centre between the hours of 0830 am and 1700 pm on weekdays, a report must be received by the enforcing authority within 10 days.

Telephone the Incident Contact Centre on:

0345 300 9923

ONLINE REPORTING

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website www.hse.gov.uk/riddor

- F2508IE Report of an injury.
- F2508DOE Report of a Dangerous Occurrence.
- F2508AE Report of a Case of Disease.
- OIR9BIE Report of an injury Offshore.
- OIR9BDOE Report of a Dangerous Occurrence Offshore.
- F2508G1E Report of a Flammable Gas Incident.
- F2508G2E Report of a Dangerous Gas Fitting.

OVER THREE-DAY INJURIES

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website – www.hse.gov.uk/riddor

Signed:

A handwritten signature in blue ink that reads "I MacLennan".

Name: Ian MacLennan

Position: Managing Director

Date: 16th January 2024