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| **CAL-HS-PD-1020** |
| **Accident Reporting & Investigation** |
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| **Procedure** |
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| Issue Number: 01 |
| Issue Date: 28 Oct 2024 |

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| Document Control | | | |
| Status: | Live | Date: |  |

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| Approval / Acceptance | | |
|  | Author | Approved |
| Title: | Director |  |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
| Rev: | Date: | Reason for Review: | Nature of Changes: | Prepared by: | Checked by: |
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# SCOPE

1. Appropriate notification and recording of company accidents and the subsequent investigation and actions.

# REPORTING

1. The Company recognises that accident and incident investigation is a major factor in accident prevention. For this reason, the Company wishes all accidents and incidents, including “near-misses”, to be reported to management, thus allowing investigation to be carried out and the resulting feedback used to improve procedures and prevent repeat incidents.
2. Where an incident occurs, which results in nil or minimal loss, then this will be reported to the supervisor who will investigate and, within 24 hours of the incident, report the result to M2 Safety Consultants Limited.
3. Where an incident results in injury or loss, the supervisor will immediately report this to the M2 Safety Consultants Limited.
4. During normal working hours this will be direct to the Director, or to the office receptionist for transmission to the Director.
5. Out with normal hours, reports will be made to the designated telephone number and M2 Safety Consultants Limited.
6. Where the incident occurs on premises controlled by others, then any injury should be entered in that undertakings Accident Book, but the Company procedure should still be complied with in full.
7. Management or office receptionist will inform M2 Safety Consultants Limited of the accident, its nature and location and a decision will be made as to whether an immediate investigation is required. Where the incident involves a major injury or reportable incident, then an immediate investigation will always be required.
8. The responsibility for reporting injuries and incidents rests with Management and M2 Safety Consultants Limited.
9. Reporting will normally be carried out by telephone to 0845 300 9923 for deaths or major injuries only or by e-mail to riddor@natbrit.com.
10. For a major injury or Schedule 2 Dangerous Occurrence, reporting must be carried out immediately.
11. For “seven day” reportable injuries, the report (Form F.2508) must be lodged within 15 days of the incident. N.B. A “seven day” injury is one where the injured party is not able to work at his normal tasks for a period of 7 days after the incident, excluding the day of the incident, but including days when he might not normally work, e.g. Saturdays and Sundays.
12. The non-availability of details should not delay reporting where this is an immediate requirement. Where any detail is unclear, then the safety adviser should be consulted.
13. An Accident Book (BI.510) is kept at each worksite and this should be completed by the supervisor at the time of the incident, or as soon as practicable thereafter.
14. Only those accidents involving personal injury requiring first aid or medical treatment will be recorded in the Accident Book.
15. All persons alleging an injury has occurred to them on a site controlled by the Company, whether or not they are employees of the Company, have the right to enter this in the Accident Book at any time. Where an injury is reported other than at the time of the incident, then this must be notified to the company immediately.
16. Accident Books at company premises other than the company’s main office are to be returned to the main office when full or redundant for any other reason and archived for a minimum period of 3 years.

# SEVERITY, ROLES AND REPORTING TIMES

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| Investigation Level Dependent on Potential & Timescales | |
| **HIGH** | High level investigation, with full root cause analysis, by investigation team appointed by a director. Team to be led by a Director, supported by Senior Manager and M2 Safety Consultants Limited. Root cause analysis required.  Time scale for report – 3 days after incident for an interim report. 14 days after the incident for full report if all evidence/ information is available. |
| **MEDIUM** | Medium Level Investigation, with full root cause analysis, led by M2 Safety Consultants Limited with support from a Senior Manager. Incident investigation report with findings.  Time scale for report – 5 days after incident for an interim report. 14 days after the incident for full report if all evidence/ information is available. |
| **LOW** | Low level investigation to establish facts along with contributing and root causes. Investigation led by Managers with support from M2 Safety Consultants Limited where necessary. Incident investigation report with findings.  Time scale for report – 14 days after the incident for full report if all evidence/ information is available. |

# CORRECTIVE ACTIONS AND REPORTS

1. Two levels of incident investigation and reporting have been determined

## Minor (Low to Medium):

1. A local investigation process to commence immediate investigations into all incidents. The investigation provides details of the incident, identifies the assessed potential severity level, incident causations and the actions proposed to prevent a recurrence.

## Major (medium to high)

1. A root cause analysis (RCA) investigation following the Integrated Incident Investigation process which incorporates the Human Factors Analysis and Classification System (HFACS).
2. Any RCA investigation must be formally reviewed and approved by the company Director responsible for safety.
3. All other investigation reports must receive be reviewed and approved by management.

# WELFARE OF INJURED PERSON

1. If the injured person is required to attend hospital, suitable transportation must be provided and further arrangements made for their homeward journey.
2. Where appropriate, the injured person’s next of kin should be advised of the situation and, if the employee is detained in hospital, assistance should be offered by the Company.

# LEGAL PRIVILEGE

1. The Director responsible for safety swill consult with M2 Safety (and/or Insurance company) to determine whether the investigation should be conducted in contemplation of prosecution or legal action.
2. If this is the case, an investigation is to be conducted and reported to the legal representative. This action should preserve the ability to claim legal privilege for all information arising, to keep all investigation information confidential to the company and to avoid disclosure.
3. Legal privilege may be released at any future date, if this protection is no longer required.

Note that privileged information must not be loaded into incident recording databases - only summary facts should be recorded until privilege is released.

# COMPETENCIES

1. All persons engaged in low level incident investigation must be technically competent and trained in accident investigation by attending in-house health and safety training courses (SMSTS or IOSH Managing Safely and/or Integrated Incident Investigation or similar).
2. All persons engaged in RCA incident investigation must be technically competent and trained in accident investigation by attending safety training courses (SMSTS or IOSH Managing Safely and Integrated Incident Investigation or similar). Where an investigation team has been established, one person is to be nominated lead investigator.

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| M2 Safety Consultants Ltd |
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