



1 Accident and incident investigation and reporting

- 1.1 All accidents, incidents and cases of work-related ill health must be investigated, and action taken to prevent a recurrence. This includes accidents, or incidents involving injury, ill-health, property damage, loss of production, those affecting the environment and also those which, although not realised (near misses), are judged as having the potential for injury, damage, or loss. The depth of the investigation and the nature of the report will depend upon the severity and complexity of the accident or incident.
- 1.2 Accident, incident and ill health investigation and reporting is a management responsibility, management are responsible for appointing responsible persons to investigate all incidents. In addition, the HSEQ consultant will assist, if required, and will always investigate and report on serious accidents. All persons engaged in accident and incident investigation must be technically competent and trained in accident and incident investigation by attending in-house health and safety training courses. Senior management will also always participate in investigating serious accidents.
- The Director, on the advice of the HSEQ consultant, will specify whether the accident/incident warrants a local accident/incident investigation. The customer may also specify the type of accident/ incident investigation they require.
- 1.3 The principal reason for investigation is to support the HSEQ management system by identifying unsafe incidents which may have resulted from an absence or inadequacy in safety controls or may signal a significant change in the degree of risk. Accident and incident investigation is therefore designed to assist in identifying any necessary amendments to the safety planning, information, training and/or implementation of the HSEQ management system.
- 1.4 The first response to unsafe incidents must be the implementation of prompt remedial action by way of appropriate action to control immediate risks, however it should be noted that following a fatality, dangerous occurrence, or specified major injury, the accident location should be left undisturbed until such time as the HSE advise otherwise. An exception to this would be where there is a dangerous situation which requires immediate action. Contact the HSEQ consultant for further advice should this require clarification.

Accident book and report forms

- 2.1 The administration department will hold the accident book (Form BI 510), plus all statutory report forms and all entries will be administered by the manager.
- 2.2 Should an accident occur, contact must be made with the Manager to ensure the completion of the accident book and the provision of the appropriate reference number for use on the contractor's incident report form (CIRF). Completed accident books will be retained by the HSEQ department.
- 2.3 All work-related accidents, including those to company employees, other contractors, or members of the public and which result in injury, must be recorded in the accident book and the contractor's incident form (CIRF), must be completed by the line manager.

3 General public

- 3.1 If a member of the public is injured as a result of the company's activities, management must contact the Company Director, or HSEQ consultant, immediately by telephone for further advice. It should be noted that any accident to a member of the public which results in them requiring to visit a hospital, is reportable to the Health and Safety Executive.
- 3.2 Liaise with the Manager to ensure the completion of the accident book and personally ensure the completion and submission of the accompanying contractor incident report form (CIRF). Recording the accident book reference number as provided by the Manager at the time of entry.
- 3.3 Complete and submit to the customer with a copy to the Company Director, the contractor incident report form (CIRF), which in addition to the details of the accident, also identifies the accident causations and the actions proposed to prevent a recurrence.
- 3.4 If appropriate, submit to management, a detailed formal report.

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Minor accident

- 4.1 In the event of any person sustaining a minor injury as a result of the company's work activities, management must take the following actions:
- 4.2 Liaise with the Manager to ensure the completion of the accident book and personally ensure the completion and submission of the accompanying contractor incident report form (CIRF). Recording the accident book reference number as provided by the Manager at the time of entry.
- 4.3 Complete and submit to the customer with a copy to the Company Director, the contractor incident report form (CIRF), which in addition to the details of the accident, also identifies the accident causations and the actions proposed to prevent a recurrence.

5 Reportable accident (Over 7 days)

- 5.1 A specified reportable accident is a work-related accident, including an act of violence, which results in the injured person being absent from work for more than Seven days, excluding the day of the accident, but including weekends i.e. an absence of four days commencing the day after the accident. In all such cases, management must take the following actions:
- 5.2 Liaise with the Manager to ensure the completion of the accident book and personally ensure the completion and submission of the accompanying contractor incident report form (CIRF).
Recording the accident book reference number as provided by the Manager at the time of entry.
- 5.3 Complete and submit to the customer with a copy to the Director, the contractor incident report form (CIRF), which, in addition to the details of the accident, also identifies the accident causations and the actions proposed to prevent a recurrence.
- 5.4 In the event of a direct or self-employed employee sustaining a reportable injury due to an accident at work take the following actions:
- 5.5 Notify the HSE (within 15 days of the accident) either by telephone or via the internet.
- To report an accident by telephone, contact the HSE national reporting centre on 0845 300 9923, where the operator will ask a series of questions to enable them to complete a report form (F2508). At this time the operator will give the caller a reference number and will thereafter send out a copy of a completed report form (F2508). the line manager must forward a copy of the F2508 to the Company Director.
 - To report an accident via the internet, access should be made on the HSE website at www.riddor.gov.uk where the report form should be completed by the line manager who must also forward a copy to the Company Director.
- 5.6 If appropriate, submit to management, a detailed formal report.

Specified major injury accident

6.1 The list of specified major injuries is:

- Any fracture, other than to the fingers, thumbs, or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee, or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness, or requiring resuscitation, or admittance to hospital for more than 24 hours.

Any other injury:

- Leading to hypothermia, heat-induced illness, or to unconsciousness.
- Requiring resuscitation, or

- Requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia, or by exposure to a harmful substance, or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion, or through the skin:
 - Acute illness requiring medical treatment, or
 - Loss of consciousness.
- Acute illness which requires medical treatment where there is a reason to believe that this resulted from the exposure to a biological agent, or infected material.

6.2 In the event of a direct or subcontracted employee, or a member of the public sustaining a specified major injury due to an accident at work, management must take the following immediate actions:

6.3 Telephone the Director or contact the HSEQ consultant for advice giving known details of the accident.

6.4 The Director will forward details to the HSEQ Consultants and any relevant personnel manager and other management as appropriate and will follow up with a formal detailed report.

6.5 Liaise with the Manager to ensure the completion of the accident book and personally ensure the completion and submission of the accompanying contractor incident report form (CIRF). Recording the accident book reference number as provided by the Manager at the time of entry.

6.6 As soon as possible, notify the HSE, either by telephone, or via the internet (or receive a copy of the F2508 from a subcontractor)

- To report an accident by telephone, contact the HSE national reporting centre on 0845 300 9923, where the operator will ask a series of questions to enable them to complete a report form (F2508). At this time the operator will give the caller a reference number and will thereafter send out a copy of a completed report form (F2508). The line manager must forward a copy of the F2508 to the Company Director.
- To report an accident via the internet, access should be made on the HSE website at www.riddor.gov.uk where the report form should be completed by management who must also forward a copy to the Company Director.

6.7 Submit to the customer, with a copy to the Director, the contractor incident report form (CIRF), which in addition to the details of the accident, also identifies the accident causations and the actions proposed to prevent a recurrence.

6.8 If appropriate, submit to management, a detailed formal report.

7 Fatal accident

7.1 **In the event of any person being killed as a result of the company's work activities, the line manager must take the following immediate action:**

- Telephone the local police.
- Telephone the Director, or HSEQ consultant.

7.2 The Director will forward details to the group safety manager, the general manager, the HSE director, the relevant personnel manager and other management as appropriate, and will follow up with a detailed formal report.

7.3 Liaise with the Manager to ensure the completion of the accident book and personally ensure the completion and submission of the accompanying contractor incident report form (CIRF). Recording the accident book reference number as provided by the Manager at the time of entry.

7.4 As soon as possible notify the HSE, either by telephone or via the internet.

- To report an accident by telephone, contact the HSE national reporting centre on 0845 300 9923, where the operator will ask a series of questions to enable them to complete a report form (F2508). At this time the operator will give the caller a reference number and will thereafter send out a copy of a completed report form (F2508). Management must forward a copy of the F2508 to the Director.
- To report an accident via the internet, access should be made on the HSE website at www.riddor.gov.uk where the report form should be completed by the line manager who must also forward a copy to the Director.

7.5 The Director will conduct a full investigation, compile a comprehensive report, and distribute to appropriate levels of management.

8 Specified diseases

8.1 A list of specified diseases requiring notification to the local of the HSE is listed in the Schedule 3 of RIDDOR. A copy is available on request from the HSEQ Consultant.

8.2 In the event of an employee producing a doctor's written diagnosis of a disease listed in the aforementioned schedule, and where the employee is in an occupation in which the disease is a known risk, the Director should be contacted by the line manager for further advice on the associated statutory notifications.

9 Subcontractors

9.1 Subcontractors, with the exception of the self-employed, are employers in their own right and have the duty to report accidents to the Health and Safety Executive in exactly the same way as a Principal Contractor.

9.2 Management must receive a copy of subcontractor's statutory accident report forms (F2508) and send a copy to the Director.

9.3 Management must report major injury accidents to the Director by telephone for his further action and records.

9.4 Management must liaise with the Manager to ensure the completion of the accident book and personally ensure the completion and submission of the accompanying Contractor Incident Report Form (CIRF). Recording the accident book reference number as provided by the Manager at the time of entry.

9.5 Complete and submit to the manager, with a copy to the Director, the contractor incident report form (CIRF).

9.6 If appropriate, submit to management, a detailed formal report.

10 Dangerous occurrences

10.1 The list of specified dangerous occurrences is detailed in the RIDDOR Schedule 2 which is available from the HSEQ consultant on request.

10.2 In the event of a dangerous occurrence associated with the company's work activities, both direct and subcontracted, management must take the following immediate action:

10.3 Telephone the Director (who will further report as necessary), or HSEQ consultant.

As soon as possible notify the HSE, either by telephone or via the internet.

- To report an accident by telephone, contact the HSE national reporting centre on 0845 300 9923, where the operator will ask a series of questions to enable them to complete a report form (F2508). At this time the operator will give the caller a reference number and will thereafter send out a copy of a completed report form (F2508). Management must forward a copy of the F2508 to the Director.
- To report an accident via the internet, access should be made on the HSE website at www.riddor.gov.uk where the report form should be completed by the line manager who must also forward a copy to the Director.

10.5 Complete and submit to the section head, with a copy to the Director, the contractor incident report form (CIRF).

12 Work related ill health

12.1 All absences from work must be investigated in line with the protocol for the investigation and reporting of cases of work-related ill health.

12.2 All cases of work-related ill health must be investigated by management, where appropriate, assisted by the HSEQ consultant.

12.3 All cases of work-related ill health must be reported to the Director who will analyse the circumstances and advise on remedial actions both individually, and where trends are identified.