

ACCIDENT/NEAR MISS/ILL HEALTH/DANGEROUS OCCURRENCE REPORTING

References:

- A. Health and Safety at Work Act 1974.
- B. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (as amended).

Introduction

3.1 All work related ill health, accidents, near misses or dangerous occurrences, regardless if they result in injury or damage, must be reported to their supervisor/manager as soon as possible; this includes temporary or agency staff, contractors and visitors. All incidents need to be investigated by the supervisor/manager and remedial action taken to prevent re-occurrence. In some cases, incidents need to be reported as per Reference B and within 15 days.

3.2 A simple incident action guide has been produced identifying subsequent actions to be taken in the event of an accident/incident, this guide can be found at Annex H to this policy.

Procedure for reporting injuries

3.3 The person affected (or making the report) should complete the relevant sections on the General Reporting Form, sign and date it and hand it to their supervisor/manager.

3.4 The top copy of the completed form must be sent to the Health & Safety Manager so that it arrives no later than the day following the incident. The supervisor/manager should retain the bottom copy (pink) for their departmental records.

Accidents requiring notification under RIDDOR

3.5 Supervisors/managers must notify the Health & Safety Manager immediately of any accident which results in:

- An employee being killed, suffering a major injury, (including as a result of physical violence), or taken to hospital;
- A self employed person or contractor being killed, suffering a major injury, or taken to hospital;
- A member of the public having been killed or taken directly to hospital.

Definition of a major injury:

- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material;
- Injuries which result in a member of staff being unavailable to work for more than 7 days;
- The supervisor or manager must inform the Health & Safety Manager immediately if an employee who continues to work after an accident is subsequently absent from work (next day).

Accident investigation, follow up procedure

3.6 Where supervisors/managers have reported an injury, dangerous occurrence or occupational disease under the above procedures, they are to carry out an investigation and record the initial findings on the reverse of the white copy of the General Reporting Form. Where necessary the Health & Safety Manager shall carry out an investigation; the depth of such investigation will depend on extent of injury/potential injury and damage/potential damage, action might include:

- Isolating the incident site;
- Making the incident site safe;
- Taking photographs to be used as evidence;
- Taking of statements from supervisors, managers and witnesses;
- Inspection of equipment/plant by a qualified person. A written report must be produced highlighting modifications / defects.

The purpose of the investigation is primarily to prevent a re-occurrence. It is important that staff clearly understand this is the reason; not to apportion blame. An incident action guide can be found at Annex H.

Procedure for reporting dangerous occurrences or near misses

3.7 If something happens which does not result in someone being injured but which clearly could have done, it should be considered as a dangerous occurrence or a near miss and reported as per paragraphs 3.3 & 3.4.

Procedure for reporting cases of occupational disease

3.8 If a manager or other responsible officer receives a written diagnosis of a work related disease or condition for an employee, made out by a doctor, they should notify the Health & Safety Manager immediately.

Procedure for reporting accidents involving members of the public

3.9 Accidents to members of public on the highway i.e. slips, trips and falls should be reported by telephone to the relevant Authority. It is important to obtain as much information as possible about the accident including the injured person's details and location of accident. If a member of the public has an accident whilst on council property, the General Reporting Form should be completed by the injured party or an appropriate council employee i.e. Caretaker or relevant officer. If the injured party was taken directly from the scene to hospital for treatment it should be recorded on the General Reporting Form form.

3.10 The Health & Safety Manager will report all incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Record retention

3.11 Regulations require that a record of an incident be kept for a minimum of three years from the date on which the record was made. The Health & Safety Manager will arrange appropriate storage for these records.

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