



St Edmundsbury
BOROUGH COUNCIL

D198

Cabinet 21 November 2012

Recommendation from the West Suffolk Joint Health and Safety Panel: 30 October 2012 (Nov12/18)

Cabinet Member: David Ray

*Chairman of the Panel:
Cllr Derek Redhead*

1. Joint Health and Safety Policy: Revised Instruction 3 – Accidents, Near Misses, Ill Health and Dangerous Occurrences Reporting (Report D175)

RECOMMENDED:-

That the revised Instruction 3 of the Joint Health and Safety Policy, as outlined in Appendix A of Report D175, be approved.

The Health and Safety at Work etc. Act 1974 requires employers to prepare a Health and Safety Statement, i.e. policy, and bring it to the attention of all employees and to review and revise it as often as necessary.

Changes to the Joint Health and Safety Policy have become necessary because of amendments to the Reporting of Diseases, Dangerous Occurrences Regulations (RIDDOR).

In essence the amendments which are incorporated in the Revised Instruction 3 of the Joint Health and Safety Policy are as follows: -

- (i) the over three day reporting requirement for people injured at work has changed to more than 7 days. Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury, not counting the day of the accident but including weekends and rest days, have to be reported;
- (ii) the period for submitting the report has also changed from 10 days to 15 days; and
- (iii) the arrangements for processing Department of Work and Pensions/Benefit Forms (Form B176) relating to an incident are deleted as these are no longer relevant.