

ACCIDENT REPORTING PROCEDURES

All accidents and near misses must be reported to site manager or person responsible.

All accidents and near misses must be recorded in the site accident book.

No matter how trivial it is important to develop a profile of potential harm to persons and/or equipment to prevent further occurrences.

All accidents and dangerous occurrences reportable under “Riddor 95” (see separate sheet/flow chart in Health and Safety folder must be reported immediately to the site manager or person responsible.

The death of a person as a result of an accident at work or in connection with work.

A major injury as a result of an accident at work or in connection with work.

A member of the public suffers death or is taken from the scene to hospital.

A dangerous occurrence e.g. an incident not resulting in a reportable injury but which clearly could have done.

All of the above must be reported to the enforcing authority by the quickest route e.g. telephone and then a form F2508 (in Health and Safety folder) to be sent within 10 days.

Someone who is unable to do their normal work for more than 3 days as a result of injury caused by an accident at work – A form F2508 must be sent to enforcing authority within 10 days of the time of the incident.