



## 23.0 Accident Reporting



All work related accidents, occupational diseases, dangerous occurrences, (near misses incidents), 'at work' road accidents, and environmental accidents shall be reported to the senior team and safety advisor. In the case of an injury to persons, suitable first aid treatment shall be administered and further medical attention sought if required. The safety co-ordinator should enter details about the accident and the injured person on the intranet-based accident reporting system.

### 23.1 Reportable Accidents

Employers, and other people who are in control of work premises, must report and keep records of:

- Work-related deaths.
- Certain serious injuries (specified injuries).
- Diagnosed cases of certain industrial diseases.
- Certain 'dangerous occurrences' (near-miss incidents).

Reportable accidents must be notified to the relevant enforcing authority if they occur as the result of a work-related accident.

The senior team and safety advisor shall ensure that any reportable accident is notified to the relevant enforcing authority within the specified time period and a copy of the report shall be kept on file. The company's insurers shall also be notified of any reportable accidents.

The definition of an 'accident' includes acts of physical violence done to persons at work. If the resulting injuries fall into any of the above categories, the accident shall be reportable.

If a person not at work, i.e. a member of the public, suffers an injury as a result of the work activities and is taken to hospital for treatment, this shall also be reportable.

Where an employee, as a result of an accident at work, has suffered reportable injury which is a cause of his death within one year of the date of that accident, the safety director shall inform the relevant enforcing authority in writing of the death as soon as it comes to his knowledge.



### **23.2 Lost Time Accidents**

Where required by national legislation, accidents that were not major injuries but subsequently caused more than seven consecutive days incapacity for work also need to be reported to the relevant enforcing authority. When calculating 'more than seven consecutive days' the day of the accident is not counted. Over seven day accidents should be reported as soon as practicable after the safety director has been made aware of the situation.

Incapacity for work does not necessarily mean actual absence from work. If a person is incapable of doing the work that they might reasonably be expected to do, that is equally acceptable as 'incapacity for work'.

Employers must still keep a record of an accident where an employee has been incapacitated for more than three consecutive days but do not need to report this if it was less than seven days.

### **23.3 Occupational Diseases**

Where required by national legislation, if a person at work suffers from a specified occupational disease and their work falls into one of the specified categories and this is backed up by a written diagnosis from a doctor, the safety director shall ensure that a report is sent to the relevant enforcing authority as soon as possible after he has been made aware of the situation.

The safety co-ordinator should ensure that accident records are kept at each office for at least three years and be made available for inspection if the relevant enforcing authority requests to see them.

### **23.5 Accident Investigation**

Accidents are reviewed by the safety co-ordinator as part of the reporting process to ensure that the causes of work related injuries and dangerous occurrences, (including near miss incidents) are identified and suitable control measures are taken to prevent a recurrence.

Reportable accidents are investigated by the safety advisor to identify the root causes and ensure that suitable control measures are taken to prevent any recurrence.

### **23.6 Review Process**

Existing management systems and risk assessments are reviewed as part of the process and should be revised where necessary to ensure that the control measures remain effective. Employees are informed of the findings of the investigation and where necessary additional training is provided.

Accident records are collated and stored centrally to enable the data to be analysed. The information is used as part of the review process to ensure that the protective and preventive measures remain effective and an annual report is published.

**Guidance Notes GDN-000001 relates**