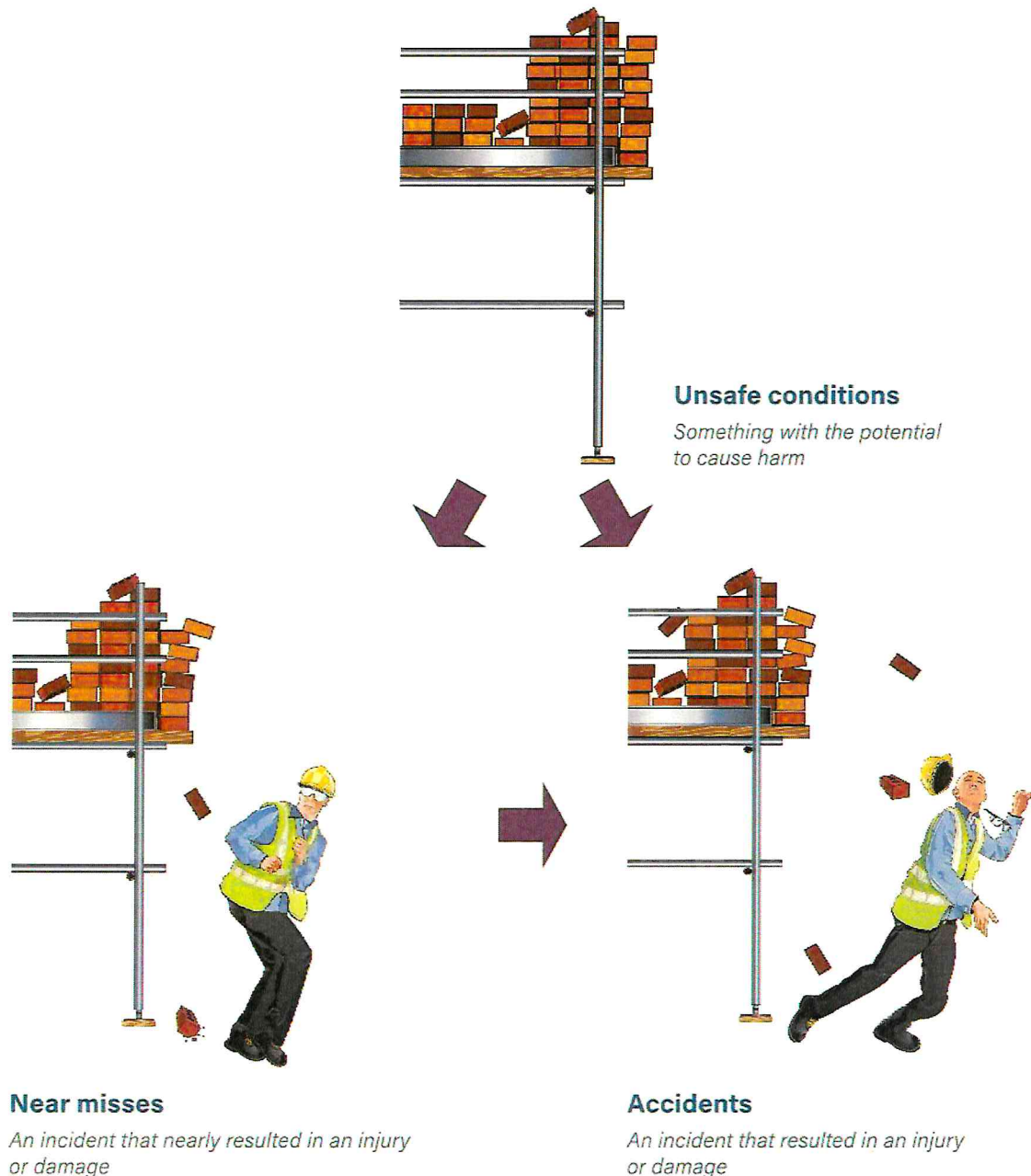


## Accident and incident reporting

<b>Reason</b>	Prompt accident reporting and accurate accident investigation are important. Establishing why accidents occur and examining the causes can help prevent them from being repeated.
<b>Outline</b>	This talk covers reporting and recording procedures.



Preventing an accident is always possible - mending broken lives and bodies is not as easy.

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### Accident reporting

1. Health and safety law (specifically the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 or RIDDOR) requires that the following types of accident are reported to the Health and Safety Executive (HSE).
  - Fatalities and specified injuries.
  - Injuries resulting in more than seven days off work or inability to carry on with normal work.
  - Occupational diseases.
  - Dangerous occurrences.
2. Unsafe conditions and near misses should always be reported to your supervisor or manager.
3. By receiving such accident reports the HSE and your company can establish accident trends, highlight areas of weakness and effectively target preventative measures.
4. Everyone on site must ensure that all accidents, no matter how minor, are recorded in the site accident book.
5. Accidents to members of the public arising out of site activities must be reported.
6. If accurate records are made, the affected parties can refer back to them at a later date, if there is a need.
7. Completed accident reports are confidential.

### Accident investigation

1. Your employer has a duty to investigate all accidents to establish the cause and prevent recurrence.
2. The HSE and the police will also investigate fatalities and other serious accidents.
3. If you are involved in an investigation:
  - listen carefully to the questions and remain calm
  - state honestly what you saw or heard
  - do not be afraid to say when you do not know an answer.
4. Remember that the reason for the investigation is to prevent the accident happening again, not to apportion blame.



**What action should you take if you witnessed an accident to another person?**

**Why is it important that all accidents are recorded in the accident book?**

**Why is it important to report unsafe conditions and near misses?**

**Who, in your company, should be informed if an accident has just occurred?**

**Why is it important to fully co-operate with someone who is carrying out an accident investigation?**



**Inform those present of the location of the accident book and the company procedure for reporting, recording and investigating incidents and accidents, including the requirement for employers to ensure that completed accident reports are kept confidential.**