

## ACCIDENT/INCIDENT REPORTING AND RECORDING

### PURPOSE

The purpose of this instruction is to outline the accident and incident reporting process that is to be adopted and followed throughout TRS. It identifies the responsibilities for all levels of employees involved in the reporting chain and all TRS employees are to be aware of the contents of this instruction and their own responsibilities.

Accident and incident reporting is an important part of accident prevention; if we are to investigate accidents thoroughly to prevent a recurrence, it is important that they are notified promptly so that an appropriate investigation can be carried out. In addition, it is an insurance requirement that our insurers also receive prompt notification.

Please note all accidents and incidents involving TRS whether it is a subcontractor or employee must be reported as detailed below. Ensure subcontractors are aware of this requirement.

### RESPONSIBILITIES

#### Initial Reporting

The **employee** involved in the incident, whether as an injured party or as a witness is responsible for reporting the incident to their line manager. Where the employee cannot report the incident due to their injuries, this responsibility passes to the employee's line manager. All accidents that have resulted in, or may have led to personal injury, are to be reported within 24 hours of their occurrence.

Completion of TRS' Accident and Incident Report Form.

The **manager** to whom the incident is reported is responsible for completing and forwarding the report to the appropriate company office within 24 hours of the incident.

Notification to the HSE Incident Contact Centre (ICC).

**Senior management** are to ensure that a system is in place to ensure immediate notification to the Managing Directors in the event of a fatal or major accident, dangerous occurrence or major fire involving TRS employees, property or equipment.

### INSTRUCTION

#### Reporting and Recording

For all incidents, accidents and near misses the following **must** be done:

The person involved in the accident/incident or near miss or witnessing the accident/incident or near miss must report it to their line manager immediately. If this person is unavailable, the company office must be notified.

Accident/Incident Report Form is to be completed by the employee, or the employees' line manager. The completed report to be forwarded to the company office as soon as possible. Where there is a site or client accident book record the details in it.

**In the event of the following, ensure the additional requirements are fulfilled:**

#### Major Injury, Dangerous Occurrence or Fatality

Incident to be immediately notified to the Managing Directors; who will co-ordinate the notification to the Incident Contact Centre (ICC) and completion of F2508.

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### Over 3-Day Injury

Incident to be immediately notified to the Health and Safety Manager as soon as it becomes apparent that the injured person will not be resuming normal duties within three days. The Health and Safety Manager will co-ordinate the notification to the ICC and Completion of F2508.

### Occupational Disease

Notify the Health and Safety Manager as soon as it becomes apparent that an employee is suffering from a reportable occupational disease, or when written notification from a medical practitioner is received. The Health and Safety Manager will co-ordinate the notification to the ICC and completion of F2508. (See attached notes for details of reportable occupational diseases).

### Incidents Involving People not at Work

Incident to be immediately notified to the Health and Safety Manager who will co-ordinate the notification to the Incident Contact Centre (ICC) and completion of F2508.

### Environmental Incident

Incident to be immediately notified to the Health and Safety Manager.

### Reportable Dangerous Occurrences (this is not an exhaustive list).

- Collapse, overturning or failure of lifting equipment.
- Explosion, collapse or bursting of any closed vessel.
- Plant or equipment in contact with overhead power lines.
- Electrical short circuit/overload causing fire or explosion.
- Malfunction of breathing apparatus while in use.
- Collapse or partial collapse of a scaffold over 5m high.
- Explosion/fire causing suspension of work for over 24 hours.
- Accidental release of a substance that may damage health.
- Unintended collapse of any structure where over 5 tonnes of material falls.

### Reportable Major Injuries

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip knee or spine.
- Loss of sight (temporary or permanent).
- Chemical, hot metal or penetrating injury to the eye.
- Injury leading to unconsciousness or requiring resuscitation.
- Injury leading to hypothermia or heat induced illness.
- Injury leading to hospital admittance for more than 24 hours.
- Acute illness requiring medical treatment caused by contact with harmful substance.

#### Report to ICC by:

Telephone – 0845 300 9923  
Fax – 0845 300 9924  
Email – [riddor@gov.uk](mailto:riddor@gov.uk)  
Internet – [www.riddor.gov.uk](http://www.riddor.gov.uk)  
Post – Incident Contact Centre  
Caerphilly Business Park  
Caerphilly CF83 3GG

### Over 3-Day Injuries

If the injured person is incapacitated for work for more than three consecutive days, not counting the day of the accident, but including any days which would not have been working days, i.e. weekends.

### Incidents involving People not at Work

Any injury to a person not at work must be reported if it:

- Results from an accident arising out of or in connection with works; and
- Results in them being taken from the premises, by whatever means, for treatment in respect of that injury