

## TOOLBOX TALK NO.15

### Accident reporting & investigation



The recording of incidents and accidents at work is important, to help establish what went wrong, in order to prevent similar incidents and accidents from recurring. Employers are legally required to keep records of all accidents.

It may be said that there is no such thing as an accident and without people, there are no accidents. An accident can always be put down to human error and it is by no means always the fault of the injured person.

The HSE considers that a lack of safety management, or procedures, is a contributory factor in a high percentage of accidents, particularly within construction.

The reporting of certain types of accident is a legal requirement and failure to comply is a criminal offence. The reports that are made allow the HSE to identify accident trends as well as take remedial action by producing additional health and safety guidance and legislation.

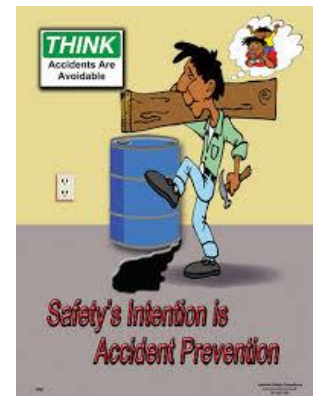
### Always report any accidents or near misses to Employer

#### Important points:

- It is important that all workplace accidents, no matter how minor, are reported to the injured person's employer, site manager or supervisor
- There is a legal requirement for details of all accidents to be recorded
- Once completed, the accident record is subject to the Data Protection Act and confidential.
- Each company should have a procedure for investigating workplace accidents
- The investigation of accidents will enable trends to be established and measures put in place

The reporting of injuries, diseases and dangerous occurrences regulations require the following to be reported (**RIDDOR**):

1. Deaths and specified injuries
2. Other seven-day injuries
3. Specified occupational diseases
4. Dangerous occurrences



*Specified injuries: a fracture, other than to fingers, thumbs and toes, amputation of an arm, hand, finger, thumb, leg, foot or toe, permanent loss of sight or a reduction of sight, any other injury arising from working in an enclosed space leading to hypothermia, heat-induced illness, resuscitation or admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or head injury, crush injuries leading to organ damage, severe burns and scalping requiring hospital treatment.*

**All operatives on site must ensure that all accidents, no matter how minor, are recorded in the site accident book.**

**SAFETY AS  
STANDARD**

## Accident procedure

Below is a general guidance of the accident procedure and outlines the steps that should be taken immediately after an accident:

|   |                                                                                                                                            |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Attend to the injured person, if safe to do so. Call for assistance and arrange for first aid, doctor, ambulance or hospital, as necessary |
| 2 | Isolate machine, tools or equipment                                                                                                        |
| 3 | Do not disturb or move anything unless to release an injured person                                                                        |
| 4 | Inform the manager, safety adviser, safety representative and other appropriate persons                                                    |
| 5 | Ensure any remaining hazard is guarded against                                                                                             |
| 6 | Take notice of anything significant and make general observations at the scene of the accident.                                            |
| 7 | A detailed Accident & Incident Investigation Reporting Procedure & Accident Record Form can be found in the site file.                     |

*Question: Why is it important that all accidents are recorded in the Accident Book?*

*(To highlight potential dangerous activities or hazards and provide a record of an incident should it need to be referred to at a later date).*

## Accident Investigation

Your employer has a duty to thoroughly investigate all accidents to establish and prevent re-occurrence.

### If you involved in an investigation:

Listen carefully to the questions and remain calm.

State honestly what you saw and heard.

Do not be afraid to say when you do not know an answer.

*Question: Why is it important that you fully co-operate with someone who is carrying out an investigation in to an accident? (To ensure the facts of the incident are recorded).*

**Remember:** Always report any unsafe condition or unsafe acts, no matter how minor, to your Employer. It's far better to prevent accidents than it is to report, investigate, deal with the workers' compensation carrier, and have the loss of a valuable employee.