



RALPH T. KING & ASSOCIATES

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**ACCIDENT INVESTIGATION AND REPORTING**

Consulting Mechanical & Electrical Engineers

Old Marlowes House, 53 Marlowes, Hemel Hempstead HP1 1LE  
Tel: +44(0)1442 838000 Fax: +44(0)1442 838080



R A L P H T . K I N G & A S S O C I A T E S

## **Accident and Investigation Reporting**

### **Objective**

To ensure accident and incident statistics are reported, recorded and investigated in line with legal and best practice requirements and that appropriate corrective and preventive action are taken to ensure the safety of our staff.

### **Scope**

This procedure provides a mechanism to ensure:

- Compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).
- Environmental incidents are recorded and correctly report to the relevant authority.
- To ensure appropriate information to facilitate corrective and preventive action.
- The provision of concise and detailed documented information to assist in the event of an employer's liability claim arising.
- Production of statistical data to identify trends and accident information in order that corrective and preventive actions can be developed and implemented.
- Disciplinary action for the failure to report accidents or undertaking negligent acts.

### **Process**

#### **Definitions**

An Accident is defined as “an abnormal, unplanned, undesirable occurrence that has resulted in injury or harm to anyone employed or contracted by the Company, someone visiting the site or a member of the public or to property or the environment”.

Examples include: cuts, burns, bruises, falls, eye injuries, repetitive strain injuries, major fires, chemical spills which escape into a water course, etc.

An Incident of Near Miss is defined as “an abnormal, unplanned, undesirable event that has a potential to cause harm to people, property or the environment”.

Examples include: minor fires, chemical spillage's, leaks, contamination of general waste with hazardous waste, high levels of fumes and noise, damage when loading and unloading goods etc.

#### **Incident response**

If an employee, visitor or contractor is involved in an accident which requires medical attention the First Aid procedure should be adopted in the first instance.

Potential environmental incidents such as chemical spills should be identified in the emergency plans for the site and appropriate procedures, materials and equipment provided to respond to an incident.

### **First aid injuries**

All accidents large or small that occur as part of employees work activity that require first aid attention, whether on site or at the office, should be entered in the Accident Book held on each site. Any accidents to visitors or contractors must also be included.

The accident book entries should be kept secure in accordance with the Data Protection Act, and reviewed regularly by the Manager to examine any trends and identify any necessary corrective action.

Details of accidents and any corrective actions should be discussed at the site health and safety meetings.

### **Lost time accidents**

If as a result of a work related accident the employee is off work for a half day or more (i.e. Lost Time Accident) the following procedure must be followed;

- Accident details must be reported and logged in the Accident Book which should be available on all sites.
- The details should report the accident details to the Manager (or other responsible person) and the SH&E Advisor.
- The Manager must ensure the accident is investigated and the Accident Report and Investigation Form completed.
- Any witness details and statements should be completed on the Witness Report Form.
- If the accident was as a result of a physical or verbal assault, the Assault Report should be completed in conjunction with the Accident Report and Investigation Form.
- Appropriate Immediate and Root Causes are identified (including unsafe acts and unsafe conditions).
- Appropriate corrective action developed, resources identified and timescales for completion agreed.
- All Accident Report and Investigation Forms must be forwarded to the Safety, Health and Environment Manager within five days.

### **RIDDOR Reportable accidents**

Where a Lost Time Accident results in an employee being absent from work or unable to undertake their normal duties for more than three consecutive days, this is classified as a RIDDOR Reportable Accident and must be reported to the local Environmental Health Department or Health and Safety Executive (HSE) within ten days.

The Safety, Health and Environment Manager shall be responsible for ensuring RIDDOR Reportable accidents are reported to the National Incident Contact Centre (Form F2508) within ten days.

### **Major injuries**

If an employee suffers an injury classified under the RIDDOR Regulations as a “major injury”, the Manager or other responsible person must contact the local Environmental Health Department office by the quickest mean practicable (usually telephone). The details should be available on the “Health and Safety Law” poster(s) displayed at each office.

The Manager/responsible person must then contact the Safety, Health and Environmental Manager as soon as possible who will discuss the next course of action, including investigation and reporting.

Major Injuries classified under RIDDOR are:

- A fatality.
- Any fracture, other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation, or requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

#### **Action by employee in the event of a Major or Fatal Accident**

In the event of a Major or Fatal Injury at work employees must:

- Assess the situation, not put themselves at risk, and ensure that the area is safe to approach.
- Ascertain the immediate causes of the accident and ensure their actions will not further add to the situation.
- If electricity is not involved, render aid to the casualty and make sure they are as comfortable as possible and all breathing passages are free from obstruction.
- If electricity is involved, firstly isolate the casualty from supply source before rendering assistance.
- Call for help and assistance.
- Ensure management/supervision is notified at the earliest possible time.
- Continue to render whatever assistance you can until relieved by a trained first aid person or ambulance crew.
- Remain on hand to provide witness statements to the line/site manager and site safety rep.

#### **Action by manager in the event of a Major or Fatal Accident**

In the event of an accident resulting in serious injury the manager shall:

- Go immediately to the scene of the accident and familiarise themselves with the facts of the situation.
- If a first aider is not present ensure they have been alerted, or that the emergency services have been called if required.
- Ensure all necessary actions have been taken to render the immediate situation safe, whiles maintaining the precise circumstances of the accident scene for subsequent investigation by the police or enforcing authorities (take photographs where possible).

- Do their own on the spot check for possible causes of the accident and where practicable take any witness's names and statements.
- Contact the Enforcing Authorities as necessary.
- Contact the Safety, Health and Environment Manager as soon as possible.
- Liaise with the Safety, Health and Environment Manager to establish the root causes and make recommendations for ensuring immediate corrective action.
- Develop and implement any further corrective or preventive action.
- Submit a written report giving details of the accident and any remedial action taken via the Accident Report and Investigation Form.

### **Environmental Incidents**

Where an incident on a site gives rise to any off-site environmental impact (e.g, chemical spill into a water course, odour complaints, noise complaints etc) then the Safety, Health and Environment Manager should be contacted as soon as possible for advice on contacting the Local Council Environmental Health Department and/or the Environment Agency.

If the incident has given rise to complaints then it may be necessary to also involve a Company Director.

### **Incident & Near Misses**

Incident & Near Misses with the potential to cause harm to people, property or the environment must be reported on the Incident/Near Miss Report Form. Incident/Near Miss details will provide valuable information and will allow remedial measures to be introduced to prevent re-occurrence and potential injury.

Copies of Accident and Incident Report Forms should be forwarded to the Safety, Health and Environment Manager within 5 days.

### **Failure to report accidents / incidents**

All Accidents and Incidents must be reported. If an employee fails to report an accident this will be deemed as a failure to follow laid down company policies and procedures and in such cases management should exercise the right to take action in accordance with the company disciplinary procedure.

### **Employee negligence**

Following the accident investigation, if the cause of the accident has been identified as the result of a reckless or negligent act by an employee then the manager shall undertake action in accordance with the company disciplinary procedure.

### **Accident statistics, analysis and reporting**

Accident will be recorded, analysed and reported internally to our senior management.

In the first instance please refer all enquiries to your line manager and/or SH&E advisor.