

**AUTHORISATION: Signature****Date****Purpose and Scope**

This procedure defines the requirements for ensuring that any H,S&E incidents, that may have a significant impact on the overall performance or the reputation of the Company are investigated and reported upon.

**Introduction**

- All accidents or injuries, however slight, shall be reported as soon as possible to the Site Supervisor appropriate workplace supervisor.
- The reporting of all accidents shall be carried out in accordance with the RIDDOR Regulations 1995.
- For further guidance refer to section 4 : Part 1 of the CITB Construction Site Safety - Safety Notes GE700.
- If you have any doubt regarding the classification of an incident, this should be clarified with the Company's Health & Safety Consultants before reporting.

**Reporting Procedure**

The following procedure must be implemented for **all** accidents, injuries or cases of industrial disease:-

**Non Reportable Incidents**

(a) Minor – No lost time from work

As soon as possible after the incident:-

- (i) Enter details in Accident Book
- (ii) Complete Incident Report Form and forward to Head Office

(b) Minor – Lost time from work is 3 days or less

As soon as possible after the incident:-

- (i) Enter details in Accident Book
- (ii) Complete Incident Report Form and forward to Head Office
- (iii) Complete Employer's Liability Report Form and forward to Head Office

**Reportable Incidents**

Incident resulting in lost time from work exceeding 3 days

As soon as possible after the incident:-

- (i) Enter details in Accident Book
- (ii) Complete Incident Report Form and forward it to Head Office
- (iii) Complete Employer's Liability Report Form and forward to Head Office
- (iv) Complete Incident Report Form and forward copies to :-  
H,S&E Consultants, The Director, Head Office

**Reporting  
Procedure****Incident resulting in Major Injury or Notification of Specified Disease**

- (i) Notify HSE **immediately** by telephone
- (ii) Notify H,S&E Consultants **immediately** by telephone
- (iii) Notify the Director **immediately** by telephone

Then as soon as possible after the incident:-

- (iv) Enter details in Accident Book
- (v) Complete Incident Report Form and forward to Head Office
- (vi) Complete Employer's Liability Report Form and forward to Head Office
- (vii) Complete Incident Report Form and forward copies to:-  
H,S&E Consultants, Director, Site Supervisor, Head Office

**Incident classified as a Dangerous Occurrence**

- (i) Notify HSE **immediately** by telephone
- (ii) Notify H,S&E Consultants **immediately** by telephone
- (iii) Notify the Director **immediately** by telephone
- (iv) Notify the HS&E Coordinator by telephone
- (iv) Enter details in Accident Book

Then as soon as possible after the incident:-

- (v) Complete Incident Report Form and forward to Head Office
- (vi) In the event of personal injury complete Employer's Liability Form and forward to Head Office
- (viii) In the event of damage to property or equipment complete Insurance Claim Notification Form and forward to Head Office  
Complete Incident Report Form and forward copies to:-  
H,S&E Consultants, The Director, Site Supervisor, Head Office

**NB** H,S&E Consultants will complete RIDDOR Form F2508 and forward to HSE with a copy to Head Office

**Incident resulting in Fatality**

- (i) Notify Police **immediately** by telephone
- (ii) Notify HSE **immediately** by telephone
- (iii) Notify H,S&E Consultants **immediately** by telephone
- (iv) Notify the Director **immediately** by telephone
- (v) Notify the H,S&E Coordinator **immediately** by telephone

Then as soon as possible after the incident:-

- (vi) Enter details in Accident Book
- (vii) Complete Incident Report Form and forward to Head Office
- (viii) Complete Employer's Liability Report Form and forward to Head Office
- (ix) Complete Incident Report Form and forward copies to:-  
H,S&E Consultants, The Director, Site Supervisor, Head Office

**Reporting  
Procedure****Reportable Incidents involving CITB Apprentices**

In addition to the above procedures, incidents involving CITB Apprentices must also be notified to the HS&E Co-ordinator at the local CITB office.

**Near Misses**

Any near misses which could have resulted in a Dangerous Occurrence or Major Injury shall be reported as follows:-

- Complete Incident Report Form and forward to Head Office

**Investigations**

- (i) All accidents, whether lost time results or not, shall be investigated without delay by the Site Manager or Manager in charge of the workplace. A record of the investigation shall be made and the incident recorded in the Accident Book, Form B1 510.
- (ii) Appropriate measures shall be put in place as soon as is possible to ensure that, so far as is reasonably practicable, no similar incident can occur again.
- (iii) A full investigation must be carried out by the Safety Consultants in the event of any incident which is a defined dangerous occurrence or results in death or major injury.

**Improvement  
Report**

Following completion of the investigation the Site Supervisor should complete an Improvement Report and forward to Head Office

This report should contain the improvement measures implemented and any recommended changes to existing procedures that will reduce the risk of similar incidents recurring in the future.

**Feedback**

Any problems in safety matters should be resolved with the visiting safety consultant. Any matter not resolved by this consultation should be referred to the Director responsible for H,S&E. When major problems or special difficulties have been encountered these should be included in the Project Feedback Report, stating how the difficulties were overcome or otherwise.

**Letters, Claims  
etc**

Any letters or claims received at a workplace or other location relating to any injury or damage shall be immediately forwarded unanswered to Head Office for onward transmittal to the Company's Insurers.

**Records**

Copies of all incident investigation records and reports should be retained on site and at Head Office.

**Forms**

Copies of Incident Report forms are appended to this procedure.

---

---

**ACCIDENT REPORT**

Please complete each Section of this Form – Do No Leave Blank

---

**Branch:**

---

**Injured Person:**

Name:

Address:

Occupation:

---

**Accident / Incident:**

Date:

Time:

Details of Injury/Accident:

Details of any Treatment given:

---

**Witness:**

Name:

Telephone Number:

Address:

Occupation:

---

**Administration**

**Investigation:**

Was the injured person an employee?

Yes

No

Was the person carrying out and authorised task?

Yes

No

Could the accident have been prevented ?

Yes

No

If yes, provide details of how the accident could have been prevented:

**Time Lost:**

Was the injured person accompanied by an employee?

Yes

No

If yes, How much time was lost?

How long was the injured person absent?

If the injured person is referred to hospital or is away for 3 days or more – ensure that this is reported immediately to the Director

Has the accident/Incident been reported to the Health and Safety Executive?

Yes

No

If not, and it is reportable, ensure that a Form F2508 is submitted to the HSE within 7 days of the incident occurring

Report Completed by:

Date: