



Accidents Code

of Practice

INTRODUCTION

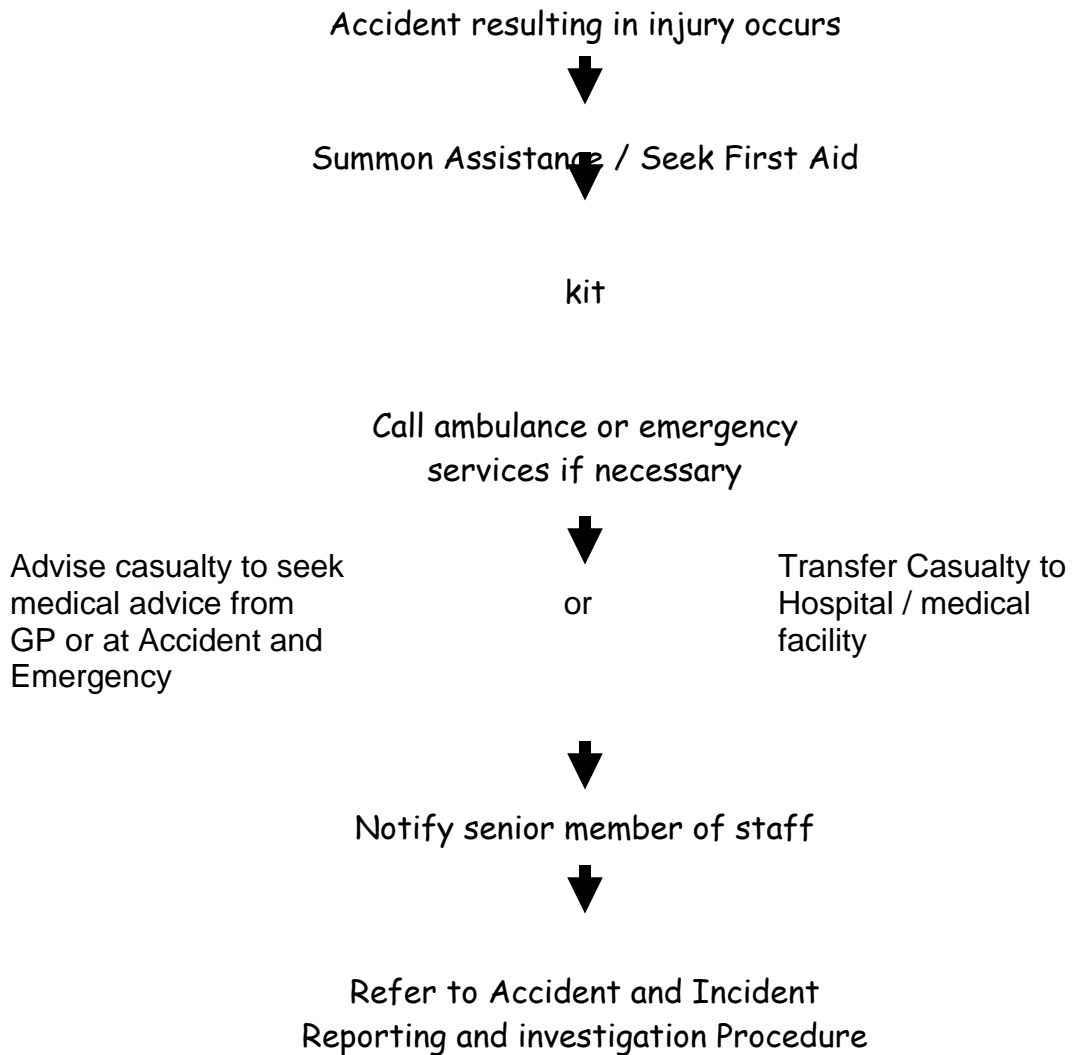
An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (which are referred to in this policy).

It is our policy to:

- Record all injuries in our Accident Book and instruct employees on the procedure to be followed.
- Keep records of all Accidents/incidents involving non-employees, ensuring the details of their status e.g. visitor, contractor etc. is recorded.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.
- Ensure first aid (see First Aid Policy) provision is readily available.

HEALTH & SAFETY MANAGEMENT SYSTEM

Accidents - Initial Action Procedure



Accident and Incident Reporting and Investigation Procedure

An accident or incident has been
Recorded and/or reported



Notify the Enforcing Authority if



necessary Keep a Copy of Report Form



Where possible and appropriate. take
Photographs



Assemble information relating to the
accident or incident



Determine witnesses and take statements



Determine true cause of accident or incident



Determine new/improved controls to
prevent recurrence



Implement controls



Record