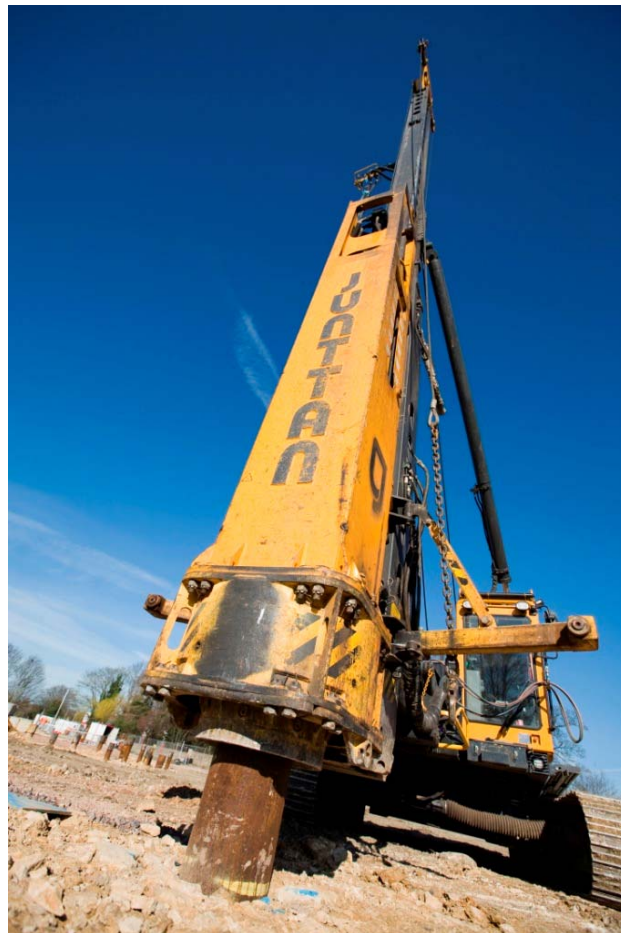




ACCIDENT INVESTIGATION AND REPORTING PROCEDURE



Accident Investigation and Reporting Procedure

Objective

To ensure that any accident or incident within the company is adequately investigated, appropriate corrective actions applied and reported to the relevant individual or body in the prescribed manner.

Responsibility

Responsibility for communication and local compliance with this policy rests with the Directors of the Company.

Responsibility for the investigation of an accident/ incident to an employee rests with the immediate manager of the person submitting the accident / incident report. Eg. Site based – Project Manager and Office/ Factory based – Senior Manager.

Responsibility for the investigation of an accident / incident involving a visitor rests with the Senior Office/Factory Manager.

Responsibility for the reporting of personal injury, property damage accidents and near miss incidents rests with the person directly affected by the situation.

Arrangements

All personal injury, property damage accidents and near miss incidents shall be reported by the affected person to their immediate manager by the quickest practicable means.

An accident / incident report shall be completed on each occasion and passed to the individuals immediate manager for investigation.

Accident / incident report forms shall be held by immediate managers or supervisor.

Following receipt of an accident / incident report the immediate manager shall complete an accident investigation report and pass the completed document through normal communication channels to one of the company Directors or the Health and Safety Advisor.

The types of incident to be investigated and the personnel to be involved in the investigation shall be as follows:

Incident Type	Investigating Team	Reporting Arrangements
Minor Injury e.g. small cuts	Immediate Manager / Supervisor /Foreman	Accident book

Incident Type	Investigating Team	Reporting Arrangements
Any time loss injury over 5 Hour to include RIDDOR three days absence injury or any property damage incident	Immediate Manager / Supervisor/Foreman	Accident book and accident/incident report form. Copy to a Director within 24 hr and to H.S. E. on form F2508 if required.
Visitor Injury	Senior Manager	As previous
Contractor	Contracts Manager	As previous
Major Injury Fatality Amputation Immediate admission to hospital of a person injured at work Major Fire Any uncontrolled release to atmosphere Any uncontrolled release to drain Any collapse of a building or structure Failure of any lifting device or uncontrolled release of a load	Senior Manager Immediate Manager Health & Safety Advisor.	Immediate notification by senior Manager by telephone to: Managing Director and Health & Safety Advisor. Also HSE as applicable. Accident book and accident/incident report form. Copy to MD. and Safety Advisor within 24 hr and to H.S. E. on form F2508 if required.

On return to work following the accident/incident the affected person shall be interviewed by their immediate manager to communicate any actions that the individual or the Company has to take.

The result of the investigation and the interview shall be recorded on the personnel file of the affected person.

Information and Training

Advice or assistance on the implementation of this policy may be obtained from the Health and Safety Advisor or one of the Directors.

Monitoring of Compliance

The Directors with assistance from the safety advisor shall carry out a random sample at three monthly intervals to review compliance with this policy.

Documentation

Accident book and accident/incident report form

Form F2508 or HSE web site reporting