

AQUACAIR ACCIDENT REPORTING & INVESTIGATION

INTRODUCTION

Reporting of accidents even if they are near misses ensures that suitable procedures can be put in place to avoid the same occurrence, also in the case of personal injury it enables the injured person to the full protection as detailed within the various Social Security Acts.

LEGISLATION AND RELATED DOCUMENTS

Health & Safety at Work Act 1974.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Social Security Act 1975.

FUNCTION

It is the responsibility of all personnel to report all accidents, injuries, dangerous occurrences and diseases which are work related.

It is the responsibility of the site responsible person to record the details of all injuries or work related ill health with occur whilst on clients site. The site responsible person must notify the client contact of any injuries which may occur whilst on site.

All personnel must be full conversant with the accident reporting procedures.

NB: Failure to report certain accidents may result in prosecution.



FIELD OF REFERENCE

All Aquacair Ltd personnel and sub-contractors.

PROCEDURE

In the event of an accident or dangerous occurrence the following procedure should be adopted:

1. Inform Aquacair Ltd site responsible person.
2. Site responsible person to then decide whether
 - a. emergency first aid is administered
 - or
 - b. clients first aiders to be contacted to administer first aid
 - or
 - c. to call an ambulance or any other emergency services required.
3. In the event of a dangerous occurrence ensure that the area is made safe, but do not enter a hazardous area. Inform the client responsible person of the incident.
4. Do not disturb anything at the scene of the accident/dangerous occurrence until a thorough investigation is carried out.
5. If the accident is reportable, i.e. major injury, fatality or dangerous occurrence, the site responsible person must liaise with the client responsible person to contact the enforcing authority immediately.

If the injury causes incapacity for more than 3 days, the site responsible person must contact the client responsible person to complete Form F2508 and send to enforcing authority within 7 days of incident. A copy of F2508 must also be sent to Mr Tony Adams

6. For all accidents complete the Aquacair Ltd accident record book and send a copy to Mr Tony Adams as soon as possible ensuring that it is within 7 days (maximum).
7. Mr Tony Adams will decide whether the accident or near miss requires further investigation. If the accident or near miss is investigated, the associated report will be filed and any appropriate measures relating to future risk assessments, method statements or H & S Policy reviews will be carried out.

The following chart summarises the accident reporting procedures:-

