



## **Accident Reporting and Investigation Policy and Procedure**

Premier Technical Services Group Ltd and its constituent companies, [the company] use the following definitions to distinguish between accidents and incidents and to classify the severity of accidents.

- The term “Incident” is used to describe an act that has resulted in damage to buildings and or work equipment.
- The term “Near Miss” is used to describe an act that has the potential to have caused injury to a person.
- The term “Dangerous Occurrence” is an unplanned and undesired occurrence (incident) which has the potential to cause injury and which may or may not cause damage to property, equipment or the environment.
- The term “Minor Accident” is used to describe the outcome of an accident that has caused injury, but the injuries have not been severe enough to prevent the injured person from continuing with their work. A minor accident is one where the injured person has been able to return to work following first aid treatment.
- The term “Lost Time Accident” is used to describe the outcome of an accident that has caused injury which has resulted in the injured person being absent from their work up to but not exceeding 3 days.
- The term “Over 7 Day Accident” is used to describe an accident that has caused injury and has resulted in the injured person being absent from their place of work for more than 7 days.
- The classification of specified injuries is used to describe the outcome of an accident that has caused injuries as defined in RIDDOR 2013
- The term “Fatal Accident” is used to describe the outcome of an accident that has resulted in a fatality.

All incidents including near miss, dangerous occurrences and accidents [including environmental events] will be reported as soon as is possible, but no longer than 24 hours after the event to the company Health and Safety department.

The management of the investigation of incidents and accidents will be in accordance with this policy document & further guidance from HSG 245.

The following policy and procedures have been designed to ensure that:

- A documented investigation, proportional to the potential severity, is carried out for all incidents and accidents.
- The incident/accident investigation collects the relevant information enabling the immediate and root causes of the incident/accident to be established
- Measures to prevent reoccurrence can be developed, and
- Legislative requirements are fulfilled
- The circumstances in which such external reporting is required and the method by which it must be done, are detailed in appendix 1.

## Procedure

### Obtaining First Aid / Medical Treatment

It is the responsibility of all employees to report, as soon as possible, any personal injury sustained at work, initial treatment should be obtained from the first aider. Lists of first aiders are displayed throughout company premises and should be displayed at prominent positions in the workplace.

The First Aider should make an assessment of the seriousness of the injury and decide whether or not the injured person should be sent to hospital for treatment. In cases of doubt, further examination or treatment at hospital is recommended.

In cases where hospital attendance is recommended it is the responsibility of the First Aider to ensure that the appropriate Divisional Manager is informed. In all other cases (e.g. where the injured person is sent home or returns to work) following first aid treatment, it is the responsibility of the injured person to report to his / her manager.

#### Note:

All accidents should be entered into the accident book as soon as possible but no longer than 24 hours after the event. Employees failing to ensure that an accident is entered into the accident book may be subject to disciplinary action (if the injured party is incapable of entering the accident into the accident book, they can nominate another employee to make the entry on their behalf).

### Recording Details of the Injury

#### Accident Book

To meet legislative requirements an Accident Book is kept, to record basic factual details of all injuries incurred at work however minor. This document will be fully completed as soon as possible, either by the injured person or a responsible individual on his / her behalf.

If the injury is of a serious nature and the person is taken to hospital the Accident Book will be completed by the Divisional Manager. The pages in the Accident Book will be removed by those making the entry and given to the site Health and Safety Manager

#### Injuries Reportable to the Enforcing Authority

The RIDDOR Regulations require that where a person, as a result of an accident arising out of or in connection with work, dies or suffers any of the 'specified injuries' diseases and dangerous occurrences specified below (Appendix 1), their employer will notify the Enforcing Authority

#### Near Miss

Definition: Any event, including an unsafe act, which could have resulted in injury or ill-health but through good luck, timing or location, did not cause an injury or damage property.

All Near Miss events must be reported as soon as possible but no longer than 24 hours after the event. Near miss reporting forms are held within the H&S Management System, folder 21.0 operatives or management teams are to complete them and return to the Health and Safety department. Proportionate investigation will then be carried out with the aim to remove the hazard or implement measures to reduce the risk posed by it.



## Investigation

Following the initial appraisal (which simply determines whether or not the event should be reported to the enforcing authorities), all incidents and accidents will be proportionately investigated so that appropriate action can be taken to prevent a recurrence.

Records of all details of the primary accident/incident investigation will be compiled within 5 working days. Secondary investigation files will be completed within 10 working days of the incident/accident.

The Group Director for Health and Safety will carry out a primary investigation as soon as circumstances permit as it is recognised that important evidence can be lost if the investigation is delayed. The investigation will be recorded using the company accident investigation forms.

The Group Director for Health and Safety will ensure that the SMART recommendations of the investigation are sent to the group CEO and Divisional Director.

Group Director for Health and Safety will review the recommendations to ensure that all appropriate actions have been taken and closed out. Update reports are issued to the board monthly.

Divisional Directors, operation management teams and/or the Group Director for Health and Safety will brief clients, employees and other parties on the findings of the investigation reports.

Recommendations received from industry investigation bodies, HSE or the Environment Agency, progress of remedial actions will be forwarded to clients, site providers and Network Rail investigators where applicable.

Incidents involving PTSG personnel in a shared worksite environment will still be proportionately investigated by the Group Director for Health and Safety, requests for information/ documentation for evidence gathering purposes may be made to principal contractors, 2<sup>nd</sup> tier contractors.

The investigation file will contain:

- The Accident Book or equivalent record of the injury.
- Copies of completed forms F2508, where applicable
- All sections of the report and its investigation.
- Medical records (observing rules of confidentiality).
- Details of operating procedures and risk assessments current at the time of the accident.
- Training records relevant to the accident.
- Maintenance records relevant to the accident.
- Inspection records relevant to the accident.
- Any other document required by statute that might be relevant to the accident.
- Photographs.
- Injured persons and witness statements.



## Responsibilities

### Employees

- Immediately report any personal injury sustained at work.
- Immediately report any near miss event at work.
- Immediately report any dangerous occurrence at work.

### First Aiders

- Treat casualty.
- If casualty is sent to hospital advise their operational management team.
- Complete the accident report form.

### Divisional Director

- In the event of the injured person being delayed or retained in hospital ensure that the injured persons partner or family are contacted and advised accordingly.

### Group Director for Health and Safety

- Frequently review incident reports on to determine if proper reporting to the regulatory authorities was made.
- Monitor the implementation of the actions noted in the recommendations section to establish if recommendations have been implemented.
- Conduct secondary investigation [where applicable].

## Appendix 1

### REPORTABLE INJURIES UNDER RIDDOR

#### *Type of Event*

Death as a result of an accident arising out of or in connection with work.	Immediately by telephone / fax
<i>Death of an employee if this occurs some time after a reportable injury which led to that employee's death, but not more than one year afterwards.</i>	As and when the information is known
Specified injuries or conditions as a result of an accident arising out of or in connection with work.	Immediately by electronic means
Dangerous Occurrence for example, the collapse, overturn or failure of load-bearing parts of lifts and lifting equipment; Plant or equipment coming into contact with overhead power lines; explosions or fires causing work to be stopped for more than 24 hours	By the quickest practicable means without delay and send a report within 10 days
Incapacity for normal work for more than seven consecutive days (excluding the day of the accident but including any days which would not have been working days) as a result of an injury caused by an accident at work not already reported	Within 15 days (immediate notification not required)

#### Specified Injuries

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. Any burn injury which covers more than 10% of the whole body or causes significant injury to the eyes
6. Any other injury:
  - a) Leading to hypothermia, heat-induced illness or to unconsciousness.
  - b) Requiring resuscitation.
  - c) Requiring admittance to hospital for more than 24 hours.
7. Loss of consciousness caused by asphyxia or head injury



[Signed for and on behalf of the group]

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