



### Accident Reporting & Investigation

**Prepare:** Quiet location? No distractions? Talk aids ready?

**Reason:** To highlight the importance of accurate accident investigation and prompt accident reporting.

**Why:** Establishing why accidents occur and examining their effects can help to prevent them from being repeated.

**Outline:** This talk will cover reporting and recording procedures.



#### Accident Reporting

- Health and safety law requires that the following types of accident are reported to the HSE:
  - Fatalities and major accidents.
  - Injuries resulting in more than 3 days off work or inability to carry on with normal work.
  - Dangerous occurrences.
- By receiving such accident reports the HSE can establish accident trends, highlight areas of weakness and effectively target preventative measures.
- All persons on site must ensure that all accidents, no matter how minor, are recorded in the site Accident Book.
- In the future you may want to establish a link between a current health problem and a previous accident to claim compensation.
- Accidents to members of the public arising out of site activities must also be reported.

**Q: What action should you take if you witness an accident to another person?**

**Q: Why is it important that all accidents are recorded in the Accident Book?**

#### NOTES

#### FOR MORE INFORMATION

Call: 01206 396 446

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### Accident Reporting & Investigation

#### Accident Investigation

- Your employer has a duty to thoroughly investigate all accidents to establish the cause and prevent recurrence.
- The HSE will also investigate fatalities and other serious accidents.
- If you are involved in an investigation:
  - Listen carefully to the questions and remain calm.
  - State honestly what you saw or heard.
  - Do not be afraid to say when you do not know an answer.
- Remember that the reason for the investigation is to prevent the accident happening again.

**Q: Who should be informed in your company if an accident has just occurred?**

**Q: Why is it important that you fully co-operate with someone who is carrying out an investigation into an accident?**

Do you have any questions for me?

#### NOTE TO SUPERVISOR:

**Now inform those present of the location of the Accident Book and the company procedure for recording and investigating accidents.**

#### Sources

<https://www.hse.gov.uk/pubns/indg453.htm>

[https://www.spservices.co.uk/item/AccidentBookBI510\\_8\\_0\\_17\\_1.html](https://www.spservices.co.uk/item/AccidentBookBI510_8_0_17_1.html)

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