



Accident Reporting Policy 2015

ACCIDENT AND INCIDENT REPORTING

This procedure covers the reporting of all accidents, incidents and occupational diseases resulting from works undertaken or controlled by Matt Durbin Associates.

Purpose

The purpose of this policy is to ensure all accidents, incidents and diseases involving employees, subcontractors, third parties or members of the public are reported in the correct manner and within the defined timescales.

Definitions and Notes

An **accident** is an unplanned event which has given rise to injury, ill health or a fatality and includes acts of non-consensual physical violence inflicted on a person at work

An **incident** is an unplanned event which has given rise to a dangerous occurrence, damage to plant, property or the environment or has led to a loss of production

A **near miss** is an unplanned event which although did not, could reasonably have given rise to injury, ill health, a fatality, environmental impact or loss.

A list of RIDDOR and Environmental Classifications is available in the Accident and Incident Guidance online.

Following an accident, first aid should be administered where necessary and/or the emergency services notified. If non urgent medical attention is required the injured person should be taken to/ collected from hospital. The event must be reported to Matt Durbin (Managing Director) within the timescales defined below:

Where an injured party leaves site to go home, or for medical treatment the contract/project must report the accident to Matt Durbin within 2 hours.

If the accident is of a minor nature and the injured party returns to work immediately the event should be reported to the above within 4 hours.

Dependent upon local arrangements:

- The injured party / person witnessing the event that reports the event direct to Matt Durbin or Matt Durbin Associates Senior Management

These arrangements shall be briefed during the induction process and be contained within the method statement / daily briefing.



All events, no matter how minor, must be investigated in accordance with the Accident Incident Near Miss Investigation Procedure.

If an event is not yet RIDDOR reportable but has the potential to be RIDDOR Reportable Matt Durbin must continually monitor the status of the event and liaise with SSG (Independent Safety Advisor)

If the event is reportable under RIDDOR then Matt Durbin must ensure an F2508 form is completed. F2508s must be submitted to the HSE within ten days of the event occurring. Fatalities, Major Injuries and Dangerous Occurrences must be reported to the HSE via telephone as soon as is practically possible but within 24 hours.

A list of reportable injuries and Dangerous Occurrences is available within the Accident and Incident Guidance Note online.

If the event is reportable to external bodies other than the HSE, they must also be notified as prescribed by local arrangements. For Rail contracts please refer to Accident / Incident / Near Miss Reporting and Emergency Arrangements for Incidents on The Network Rail Controlled Infrastructure (Nrci) Procedure.

The Managing Director (Matt Durbin) is ultimately responsible for ensuring all events are closed out in a timely manner.

M Durbin

Matt Durbin
Managing Director
Matt Durbin Associates Ltd.