

SECTION 7 – ACCIDENT/INCIDENT PROCEDURES

(Comination Construction LTD TA CLS) ACCIDENT/INCIDENT PROCEDURE

The Company acknowledges its responsibility to identify and investigate unplanned losses (accidents), their source and their underlying causes. To ensure that this is achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus:-

Accident - "any unplanned event that results in personnel injury or damage to property, plant or equipment.

Accidents can be further categorised according to RIDDOR 2013 thus:-

Fatality – accident at work resulting in death, either immediate or afterwards as a result of the accident.

Specified injury – certain injuries require reporting to the HSE, in accordance with the list detailed in RIDDOR 2013. These include (but are not limited to) any amputations, loss of sight, fractures to the body parts (other than fingers, thumbs or toes), etc.

Over 7 day injury – where an employee or self employed person working on behalf of the company, suffers an accident which is not classed as a major injury but still results in them being away from work – or unable to do their usual duties – for more than 7 days. This includes any days they wouldn't be expected to work (e.g. weekends) but does not include the day of the accident.

Near-miss - "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Furthermore, some incidents are classified as '**Dangerous Occurrences**' under Schedule 2 of the RIDDOR Regulations 2013 and will require reporting to the Incident Contact Centre. These include (but are not limited to) collapse of scaffolding, overturning of forklift truck, contact with overhead power lines in excess of 200 volts, etc.

Accident Books

All accidents must be recorded in the company's accident books, or the Site Manager's accident book if an accident occurs on site.

The accident book will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the senior management, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure:- Employees

1. All accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practical, someone else present at the time.
2. An accident report form is also to be completed by the same person who should then give the form to the Immediate Supervisor / Manager of the injured person.

Senior management must then:-

1. Note that the accident has occurred.
2. Ensure that the Accident Book has been correctly and fully completed.
3. Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are met.
4. Undertake investigation to determine causes.
5. If necessary, instigate any disciplinary proceedings.
6. Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

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SECTION 7 – ACCIDENT/INCIDENT PROCEDURES

Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. The Company takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, therefore senior management must be informed immediately.

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to senior management.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Ensure that the area is made safe and poses no risk to other personnel (except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).
4. Enter details in the accident book.
5. Inform the injured person's manager (or a responsible person) of the incident.
6. Keep the company informed of any after-effects, including periods of incapacity for work.

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(MBM SERVICES LTD) ACCIDENT/INCIDENT PROCEDURE

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Name Gregory Nelson Position Director

Date 13/08/2018