



## **ACCIDENT, INVESTIGATION & REPORTING POLICY**

### **INTRODUCTION**

Waller Associates Limited and its trading divisions are committed to ensuring that this Accident Reporting Procedure is followed and that the management of Safety, Health and Welfare are prime responsibilities.

#### **General Policy Statement**

**It is the policy of Waller Associates Limited and its trading divisions to**

- Provide appropriate training, instruction, information and supervision
- Make regular reviews of this accident reporting procedure and make improvements, where possible
- Consult with employees and contractors periodically to ensure that all necessary measures are taken to make these procedures effective
- Comply fully with all legislation as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

#### **GENERAL PROCEDURES**

All employees and contractors must comply with the following:

1. Any accidents arising out of or in connection with the work undertaken must be reported to the site supervisor, no matter how small.
2. First-aid will be administered if necessary by a competent person and the accident and treatment will be recorded in the accident book by the site supervisor or office manager. The accident book will be kept alongside the first-aid box in the office or on site.
3. A dangerous occurrence or a 'near miss' will be recorded as soon as possible. The Company Director will decide if a full investigation is required. When considering whether a full investigation is necessary, the potential seriousness of the incident should be considered as well as the actual seriousness of the incident.
4. The following incidents will be reported to the Company Director immediately:
  - Accidents requiring hospital or other treatment other than first aid
  - Injuries to the public
  - Near misses affecting company employees, subcontractors or the public
  - Work related diseases
5. If the accident results in a fatality, major injury, hospitalisation or an accident which results in the inability to work for more than three days then this will be reported to the Health & Safety Executive immediately via telephone on the Incident Contact Centre 0845 300 99 23 (Mon – Fri 8.30 – 5 pm), via the website ([www.hse.gov.uk](http://www.hse.gov.uk)) or post.

## **RECORDS**

All records must include the following information relating to the incident:

- Date and method of reporting
- Time and place of event
- Personal details of those involved
- Brief description of incident

Information reported to the HSE will be provided in writing enabling opportunities to confirm or amend details as required.

## **INCIDENT INVESTIGATION AND REPORTING PROCEDURE**

The procedure will be used to investigate and record the following incidents involving work carried out by the company at its own premises or at any other place.

The investigation will be carried out by the Company director as soon as practicable after the event.

All persons involved in the incident should be interviewed; employees should be given the opportunity to be accompanied by another employee.

The purpose of the investigation is to identify the immediate and underlying causes of the incident together with corrective actions. Any disciplinary action will be subject to the processes detailed in the Discipline and Grievance policy.



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