



ACCIDENT / INCIDENT / NEAR MISS REPORTING

Accident

An unplanned event, which causes injury to persons and/or damage to property. Examples include a cut finger, a fall resulting in a fracture or being hit by material or a vehicle.

Incident

An unplanned event that has the potential to (but does not) cause injury and/or damage to property. Examples include items falling near people, cable strikes, environmental damage (can also be referred to as a NEAR MISS or a DANGEROUS OCCURRENCE)

- REPORT EVERY accident or incident, however minor. Unless we know about it, we can't do anything to prevent it happening again. It is NOT to assign blame.
- If you witness or are involved in an **accident** on site, where there is or may have been an injury, you should:
 - a. FIRST summon help from a qualified first aider. Do you know who the first aiders are on this site?
 - b. The first aider will arrange an ambulance if necessary. Only in exceptional circumstances, e.g. it is immediately obvious that a life-threatening injury has occurred, should you call 999 yourself.
 - c. Then report the accident to both your Site Supervisor and Site Manager without delay.
 - d. Provide as much detail as you can to both the Site Supervisor and the Site Manager.
- If you witness or are involved in an **incident** on site, where there could have been an injury but wasn't (e.g. you think "that was close!") or where damage (including environmental) occurred, you should:
 - a. Report the accident to both your Site Supervisor and the Site Manager without delay.
 - b. Provide as much detail as you can to both the Site Supervisor and the Site Manager.
- If there has been an injury, the accident book must be completed by the injured person or by their supervisor.
- For both accident and incidents, you and/or your supervisor must fill in a company Accident / Incident Form and send it to head office. The sooner you do this, the better – while your memory is fresh and to help us take swift action. Witness Statements may also be taken.

Prescription or Over the Counter Medicines

The taking of prescription or over the counter medicines may impair your work performance and safety. Where you are aware that such medications may affect your work performance, or affect your safety, or the safety of others, you should bring this to your Line Manager's attention and seek further advice before undertaking your normal work activity.



Quick Check – Oil and Fuel Storage

One litre of fuel can spread on water to cover an area as big as several football pitches, so what looks like a small leak or drip from a storage tank can turn into a major incident.

- Are you using a bunded tank?
- Is the bund kept clear of rubbish, debris, rainwater, etc?
- Is there a suitable spill kit to hand?
- Is a drip tray used during refuelling?
- Is the fuel at least 10m away from any watercourses or drains?