



REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

It is the policy of Amalgamated that all occupational accidents, diseases and dangerous occurrences are recorded to enable, where appropriate, investigations into the causes of the accidents to take place and to determine the management action needed to prevent a recurrence.

DEFINITIONS

Brief definitions of an accident, dangerous occurrence and near miss are given below.

Accident:

An unplanned, occupationally related event which causes injury to persons

Dangerous Occurrence:

An unplanned, occupationally related event

Near miss:

An unplanned, occupationally related event which under different circumstances may have caused injury.

All accidents which happen at work, however minor, will be reported as soon as possible and recorded. In most cases the injured person will be capable of doing this; they will also inform their manager of the injury.

Details of the accident to be recorded will include the following:

- (a) the date and time of the incident
- (b) the full name of the person(s) affected
- * (c) the name and status of the person completing the entry if different from (b) above
- (d) the occupation of the person affected
- (e) the nature of the injury or condition and the body part affected
- (f) the place where the accident occurred
- (g) a brief but clear description of the circumstances

**If an injury renders an employee unable to make a record of the accident, this should be done by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event.*

Reporting awareness:

All our staff will ensure that they are aware of the local accident reporting procedures and the identity of their nearest first aider.



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Emergencies:

All injuries will be dealt with by our first aider, but if an emergency arises medical assistance, e.g. an ambulance, will be called immediately and management informed.

Local arrangements will be made to ensure the emergency services are met and guided by the quickest route to the casualty.

Absence From Work

Where an accident results in sickness absence from work, staff will indicate this on the self-certification form. Any employee absent as a result of an accident at work will keep their manager informed of their progress, up to and including their return to normal duties. Managers will inform personnel function of all work-related absences to ensure accurate records are maintained.

Certain incidents will be reported using the F2508 form within 10 days to the local enforcing authority under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*, These include:

- a) Death at work;
- b) Acts of violence to people at work resulting in more than 3 days absence
- c) Where a member of staff is absent from work for more than 3 days following an accident (this includes weekends)

Management Responsibility for Record Keeping

When an injury or near miss is reported to a manager, that manager will ensure that appropriate records are maintained. These records will include a copy of the completed F2508 revised forms and documents relating to the accident investigation.