

	Health, Safety, Quality and Environmental Alert	Alert number: 13-15	Document Reference: AMG/F/HSQE/001
	Accident/Incident/near Miss and Close Call Reporting	Issue Date: 28/01/15	Author: Steve Milroy

(To be posted on HSQE Notice Boards for a Period of 1 MONTH from date of issue)

Background:

Recent events have seen situations arise where operatives have failed to attend work and stating that they had injured themselves at work the previous day and situations where accidents are only reported days after the event.

This practice is unacceptable and may I take the opportunity to re-iterate that all accidents must be reported at the time of the accident however trivial or insignificant you may feel the accident may be.

Responsibilities:

All accidents /incidents, near misses and close calls including those associated with ATWS/LOWS equipment, Railway Interface Planning and Sentinel misconduct must be reported immediately to:

- Ensure the Company meets legal compliance with the reporting of accidents
- Ensure the event is investigated as soon as possible in a just and fair manner to establish immediate and underlying causes
- Learn and brief lessons flowing from investigation of the accident/incident
- Identify and establish appropriate corrective/preventative action to prevent recurrence
- Identify accident /incident trends

Reporting Accidents, Incidents Near Misses and Close Calls

- All staff and subcontractors must report all accidents, incidents, near misses and close calls to their COSS/Supervisor/Client/Company on call when on Worksites
- The Directors and HSQE must be notified of accidents, incidents, near misses and close calls and be reported to the relevant Client
- Reported accidents, incidents, near misses and close calls must be recorded using the accident/ incident management form
- In the event of a RIDDOR reportable accident HSQE will notify the HSE/ORR

To assist with all such events that pre-dominantly occur out of hours the Company has in place on-call managers who may be contacted to help manage the process and has arranged a dedicated out of hours number as follows:

Ken Davison: 07880 035872

Dan Thompson: 07880 035863

Out of hours number: 01332 229963