

## Accidents and Incidents: Employee Factsheet

### What are accidents and incidents?

There are many different definitions of accidents and incidents but the following are commonly used:

**Accident** – an unplanned event, which results in an injury, damaged plant and equipment or loss of production.

**Incident** – this is sometimes referred to as a near miss. In this case the same event as above may occur but by chance it doesn't result in any injury or damage.

**Dangerous Occurrence** – can include overturning vehicles, release of toxic gases, collapse of buildings or explosions.

### Did you know?

- In 2011/2012 148 workers were killed at work
- In 2011/2012 114,000 other injuries to employees were reported under RIDDOR
- Accidents and incidents at work are estimated to be responsible for 4.3 million lost working days each year.

### What should you know?

- Are you aware of your organisation's accident and incident reporting policy?
- do you know where the accident book is or where to find an accident report form?
- do you know who are your first aiders?
- do you know how to obtain first aid assistance?

Are you aware that your employer has to report certain types of accidents and incidents to the Health and Safety Executive? These include certain:

- deaths and major injuries
- over seven day injuries
- certain diseases
- dangerous occurrences
- certain gas incidents.

### How can you help?

You can assist your employer in meeting their legal requirements to record, investigate and report accidents at work by:

- reporting hazards when you spot them do not leave it to someone else
- reporting near misses to help find the causes of accidents before someone is injured
- reporting all accidents at work
- when reporting accidents, ensuring you complete the accident report fully to ensure your employer has all of the relevant details
- informing your employer immediately if you have time off work because of a work related injury
- volunteering to be a first aider
- where necessary, being prepared to get involved in accident investigations
- considering actions, which could be taken to prevent a reoccurrence of a similar accident or incident
- if requested following an accident, providing your employer with an accurate witness statement
- if involved in, or witness to, an accident, preserving the accident scene so an investigation can take place
- participating in company initiatives to reduce accidents.

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