

Toolbox Talks

Accidents and Incidents

Accidents and Emergencies

INTRODUCTION

Summary of actions in the event of an accident

- isolate services/area and make safe
- give first aid and call emergency services
- inform relevant manager
- inform next of kin.



Accidents and Emergencies

Recording accidents

Accident reporting book should contain:

- (a) date, time, name, occupation and type of injury
- (b) what happened?
- (c) where and how it happened?
- (d) why it happened (cause)?
- (e) recommendations – remedy problem and prevent further accidents.



Accidents and Emergencies

Investigating accidents

- Ensure correct people involved
- make scene safe, gather information, measurements, photographs
- gather relevant documents, eg risk assessments, maintenance records, etc
- find causes and fix them to prevent a recurrence
- interview any witnesses
- is it subject to RIDDOR? (see next slide).

Accidents and Emergencies

Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)

- a) Report online if an incident means an employee is absent from work for more than seven days or is unable to do their full range of normal duties for more than seven days (report within 15 days)
- b) 'specified' injury to an employee or self employed person, eg fracture
- c) an employee suffering from an occupational disease associated with the type of work they do (occupational dermatitis, occupational asthma)
- d) dangerous occurrence defined near misses, eg failure of load-bearing parts of lifts and lifting equipment, explosion of a pressure vessel, major fire, etc
- e) fatality of an employee, or self-employed person working on the premises, or a member of the public affected by the employer's activity
- f) a person not at work, a person being taken immediately from the scene of the accident to hospital, or if the person is in a hospital and that person suffering from a specified injury.

Speak to your line manager if in any doubt.

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Emergencies

An Emergency Plan is a pre-planned written response to an emergency.

ie what procedures to follow in event of emergency.



Make sure you know the emergency plans in your workplace.



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Legislation and resources

- Control of Major Accident Hazards Regulations 1999 (COMAH)
- The Control of Major Accident Hazards (Amendment) Regulations 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Accident Book BI 510, HSE
- A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 INDG453 (Rev1), HSE and via the online resource <http://www.hse.gov.uk/riddor/resources.htm>

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Questions and Answers

Q: Give one example of what should be reported under RIDDOR:

A:

Q: Name three things that an accident should include:

A:

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