

## 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, and collapse of buildings or explosions.

### 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 your first aiders are?
- Do you know how to obtain first aid assistance?

### Did you know?

- In 2015/2016 144 workers were killed at work
- In 2015/2016 72,702 other injuries to employees were reported under RIDDOR
- 30.4 million working days were lost due to work - related illness and workplace injury in year 2015/2016.

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/witnessed, an accident, preserving the accident scene so an investigation can take place
- Participating in company initiatives to reduce accidents.

### Disclaimer

These example Employee Factsheets are provided by Hettle Andrews for general guidance on matters of interest. In making these documents available to a general and diverse audience it is not possible to anticipate the requirements or the hazards of any subscriber's business. Users are therefore advised to carefully evaluate the contents. Hettle Andrews does not accept any liability whatsoever for injury, damage or other losses which may arise from reliance on this information and the use of these documents.

Copyright of these documents remains with Hettle Andrews and whilst subscribers are permitted to make use of them for their own purposes, permission is not granted for resale of the intellectual property to third parties.