

**Deafblind Scotland vision – “A society in which deafblind people have the permanent support and recognition necessary to be equal citizens”**



## **Deafblind Scotland Accident & Incident Investigation Policy**

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the company's premises or time.

It is DbS's policy to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, DbS deem an accident and near-miss to be defined thus:-

**Accident:-** "any unplanned event that results in personnel injury or damage to property, plant or equipment.

**Near-miss:-** "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

### **Accident Books**

All accidents must be recorded in the DbS's accident books or accident/incident reporting form.

These documents will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the Health & Safety officer, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### **Reporting Procedure:- Employees**

1. All accidents must be entered in the appropriate Accident Book/form either by the injured person or, if this is not practical, someone else present at the time.

2. An accident Report form is also to be completed by the same person who should then give the form to the Immediate Supervisor of the injured person.

3. The Immediate Superior must then:-

Note that the accident has occurred.

Ensure that the Accident Book has been correctly and fully completed.

Immediately pass the Accident Report form to the Health & Safety officer.

Inform HR - "Injured at Work".

4. The Health & Safety officer will then:-

Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.

Complete the appropriate part of the Company Accident Report form, recording the findings of the subsequent investigation.

Discuss the accident and the contributory factors with the Departmental head

Report findings to the manager responsible for Health & Safety and, if necessary, instigate any disciplinary proceedings.

5. The manager responsible for Health & Safety will then:-

Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

**N.B.**

1. Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation.

2. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

**Reporting Procedure - Visitors / Contractors**

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

DbS takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, therefore the Company's Safety Manager must be informed immediately.

### **Reporting Procedure - Damage / Theft**

All accidents / incidents which result in the loss or damage of premises, equipment or vehicles but not necessarily personal injury must be recorded on the "Damage or Loss Report Form" and passed to the Health & Safety officer without delay.

Where this incident results in any injury to a third party the Health & Safety officer must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive. Should the Health & Safety officer not be available, due to annual leave, etc this responsibility will pass to an appropriate manager.

### **Safe System of Work**

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to the Health & Safety officer.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Ensure that the area is made safe and poses no risk to other personnel (**except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority**).
4. Enter details in the accident book.
5. Inform the injured person's manager (or a responsible person) of the incident.
6. Keep the company informed of any after-effects, including periods of incapacity for work.

## **Summary**

All personnel on site must report accidents and near-miss incidents whilst working on behalf of DbS.

The four most important steps are:-

- \* ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- \* remove residual hazards that may pose a risk to others.
- \* Fence off the undisturbed scene of a serious incident pending investigation.
- \* notify management of incapacity for work that results from an injury sustained during a work activity.

## **Alteration of this policy**

This policy will be subject to review, revision, change updating, alteration and replacement in order to introduce new policies from time to time to reflect the changing needs of the business and to comply with legislation. Any alterations will be communicated to you by your line manager.