

HEALTH & SAFETY NOTICE



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ACCIDENT, INCIDENT, DANGEROUS OCCURRENCE AND DISEASES REPORTING PROCEDURES AND INVESTIGATIONS

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ACCIDENT, INCIDENT, DANGEROUS OCCURRENCE AND DISEASES REPORTING PROCEDURES AND INVESTIGATIONS

INTRODUCTION

1. This Health & Safety Notice should be read and understood by all employees of Vacman Cleaning Ltd.
2. It is the responsibility of all persons employed by the Company to ensure that all Accidents/Incidents including those to contractors' staff or visitors are reported correctly as outlined below.

DEFINITIONS

3. Under the terms of the Vacman Health and Safety Policy, an accident/incident shall include "Accident", "Incident", "Near Miss" and "Dangerous Occurrence" as defined below:
 - 3.1 An INCIDENT or NEAR MISS is an unexpected or unplanned event which has the potential to cause injury or which could result in damage to or loss of property.
 - 3.2 An ACCIDENT is an unexpected or unplanned event that results in injury to people. This also includes an act of non-consensual physical violence done to a person at work.
 - 3.3 A DANGEROUS OCCURRENCE is an occurrence as listed in the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995 (see Appendix 1 to this Notice). It must be notified to the appropriate enforcing authority by the quickest possible means and reported on Form F2508 or an equivalent form acceptable to the Health and Safety Executive (HSE) within seven days.
 - 3.4 A REPORTABLE DISEASE is one of the 47 defined in schedule 3 part 1 of the Regulations that will need to be reported to the Health & Safety Executive when linked to specified types of work and diagnosed by a registered medical practitioner. It must be notified to the appropriate enforcing authority by the quickest possible means and reported on Form F2508A or an equivalent form acceptable to the Health and Safety Executive (HSE) within seven days.

IMMEDIATE ACTION AFTER AN ACCIDENT

4. When an accident occurs, person(s) present at the scene should immediately get assistance and some of the following actions may be necessary.
 - 4.1 Seek the assistance of the nearest First aider, (signs listing first aiders are displayed on all notice boards and staff handbooks).
 - 4.2 Render safe any equipment involved or likely to be involved.
 - 4.3 Call the emergency services directly by dialling 999. The person alerting the emergency services must ensure that clear directions are given to the service concerned. The caller should also make the necessary arrangements for meeting the emergency vehicle(s) at the main entrance to the site and guiding them to the scene of the accident.
 - 4.5 If a person, injured as the result of an accident, is sent to hospital for treatment, the Safety Officer must be informed as soon as possible.
 - 4.6 In the event of a Dangerous Occurrence (as listed in Appendix 1), the Safety Officer must be informed as soon as possible.

REPORTING OF THE ACCIDENT, INCIDENT, NEAR MISS OR DANGEROUS OCCURRENCE

5. As soon as any necessary immediate action has been taken, the accident/incident must be reported to the Safety Officer by a member of staff present at the scene, or the individual involved in the accident/incident. The Accident Report Form must be used for this purpose (see Appendix 2). Copies of the form are available from all offices and supplied by the Safety Officer. Any serious accidents must be reported to the Safety Officer by telephone and the Accident/Incident Report Form completed as soon as possible.
6. The completed form must be forwarded to the Safety Officer within 3 days of the event. It is important that this reporting procedure is carried out promptly since it may be necessary under certain circumstances to
 - 6.1 report the matter to the statutory enforcing authorities,
 - 6.2 initiate either formal or informal investigations/enquiries,
 - 6.3 record the details for legal and compensation cases.
7. The requirement to report an accident/incident applies equally if the person involved is a member of staff, or a visitor. In the case of contractors' staff, the person involved should also report the accident to his/her own manager/supervisor.
8. All incidents such as near misses or any dangerous occurrence that may have the potential for something serious must be reported.
9. Any accident/incident that occurs off-site whilst in the discharge of company business resulting in the injured party being taken to hospital must be reported as soon as possible to the Safety Officer by telephone and the Accident/Incident Report Form completed as

- soon as possible. Any more minor accident/incident may be reported in the usual way on return to the office.
10. Any enquiries from The Press or other body about an accident/incident should be referred to the Senior Management Team or delegated appropriate person for official comment.
 11. Administrators must ensure that if an accident/incident results in the injured person/s being absent from work for more than three days, excluding the day of the accident/incident but including weekends and public holidays, that the Safety Officer be informed at once.
 12. The Personnel Department should be advised of the return of a member of staff from any period of absence resulting from injuries caused by an accident/incident whilst in the discharge of their duties.
 13. The Managing Director should also be informed of any staff member absent from his/her course for more than three days as a result of an accident/incident occurring at the workplace.

ONWARD REPORTING of ACCIDENTS/INCIDENTS

14. All accidents/incidents resulting in the loss of working time of more than 3 consecutive days excluding the day of the accident but including weekends and public holidays, together with certain specified injuries or diseases and Dangerous occurrences must be reported to the appropriate enforcing authority. The Managing Director or in his absence a nominated deputy, is responsible for such notification.
15. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, Vacman Cleaning Ltd has a statutory requirement to report all such accidents/incidents, etc., to the HSE within 7 days of the event on an approved form. The Managing Director or their nominated deputy will carry out the onward reporting. It is therefore imperative that all serious accidents/incidents including those to visitors and contractors are reported immediately to the Managing Director ahead of the Accident Report Form.

INVESTIGATION

16. All accidents/incidents will be investigated initially by either the supervisor, the line manager or the member of staff present at the time and the results of this investigation will be entered on the relevant form (See Appendix 2).
17. Following the initial investigation, the Managing Director or nominated representative may carry out further investigation if necessary.

Approved by:



.....
Managing Director

Date...../...../.....

HSN-11; APPENDIX 1

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 1995

These Regulations came into force on 1 April 1996. From that date it was a legal requirement to report certain accidents, diseases and specified dangerous occurrences to the Health & Safety Executive.

1. An accident at work is notifiable if as a result of that accident the dies or suffers any of certain specified injuries or conditions, or results in the injured person being unable to work for more than three consecutive days excluding the day of the accident, but including the weekend and public holidays.
2. Major injuries and conditions that make an incident notifiable and reportable:
 - 2.1 Any fracture, other than to the fingers, thumbs or toes.
 - 2.2 Any amputation
 - 2.3 Dislocation of the shoulder, hip knee or spine.
 - 2.4 The loss of sight (whether temporary or permanent).
 - 2.5 A chemical or hot metal burn to the eye or any penetrating injury to the eye.
 - 2.6 Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to loss unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
 - 2.7 Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
 - 2.8 Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin.
 - 2.9 Acute illness resulting from exposure to a pathogen or infected material.
 - 2.10 Any other injury that results in the person injured being admitted immediately into hospital for more than 24 hours.
3. A reportable disease is one of the 47 defined in schedule 3 part 1 of the Regulations that will need to be reported to the Health & Safety Executive when linked to specified types of work and diagnosed by a registered medical practitioner.
4. A Dangerous Occurrence is defined as:
 - a) The collapse of, the overturning of, or the failure of any load-bearing part of any lift, hoist, crane, derrick, fork lift truck mobile powered access platform, etc., having an overall height of more than 7 metres.
 - b) Explosion, collapse or bursting of any closed vessel operating above or below atmospheric

pressure, which might have been liable to cause the death of, or any of the specified injuries or conditions to, any person, or which resulted in the stoppage of the plant involved for more than 24 hours.

- c) Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which might have been liable to cause the death of, or any of the specified injuries or conditions to, any person.
- d) An explosion or fire resulting in the stoppage of plant or suspension of normal work for more than 24 hours, where such explosion or fire was due to the ignition of process materials, waste, by-products or finished products.
- e) The sudden, uncontrolled release of one tonne or more of highly flammable liquid, flammable gas or flammable liquid above its boiling point from any system or plant or pipeline.
- f) A collapse or part collapse of any scaffold more than 5 metres high and where scaffold is slung or suspended, a collapse that causes the working platform or cradle to fall more than 5 metres.
- g) An unintended collapse or partial collapse of any building or structure under construction, reconstruction, alteration or demolition, or of any falsework involving a fall of more than 5 tonnes of material, or of any floor or wall of any building being used as a safe place of work.
- h) The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, storage vessel or tank which might have been liable to cause the death of, or any of the specified injuries or condition to, any person.
- i) Any unintentional ignition or explosion of explosives.
- j) Failure of any freight container or any load-bearing part whilst it is being raised, lowered or suspended.
- k) The bursting, explosion or collapse of a pipeline or the unintentional ignition of anything in a pipeline, or of anything that has just issued from a pipeline.
- l) Any incident in which a road tanker, tank container or other vehicle conveying a dangerous substance by road overturns or suffers serious damage to the tank, package or container in which the dangerous substance is being conveyed or in which there is an uncontrolled release or escape or a fire which involved the dangerous substance.
- m) Any incident where breathing apparatus while being used malfunctions in such a way as to be likely either to deprive the wearer of oxygen or to expose the wearer to a contaminated atmosphere, to the extent of posing a danger to his health.
- n) Any incident in which plant or equipment comes into contact with an insulated overhead electric lines in excess of 200 volts, or causes an electrical discharge from such lines by coming into close proximity to them.