

Purpose

This document establishes the company policy when dealing with accidents, dangerous occurrences and near-misses, whether of a legally reportable nature or not.

Application

This policy will be implemented by the Managing Director with the support of all Operational Managers.

Procedures

1. Investigations

Investigations include telephone calls, notes, memoranda, and correspondence, site visits to which the Health and Safety at Work Act 1974 applies, to investigate accidents, dangerous occurrences and where there are suspected or alleged serious breaches of the law.

What are the reasons for investigating these occurrences?:

- a) to ensure that the circumstances of a particular accident have been rectified.
- b) to ensure that the preventative measures taken are adequate to pose no further risk.
- c) to determine whether any breaches of legislation have occurred.
- d) to increase the knowledge and awareness of the employer/employee.
- e) to follow up the accident notification with a Health and Safety inspection if necessary.
- f) to maintain credibility of the accident reporting mechanism to the general workforce.
- g) to achieve any publicity arising from the accident which would have a beneficial effect on increasing knowledge and awareness of the management, staff and public.

2. Accidents or Dangerous Occurrences Where Investigation is Mandatory

- a) Fatalities irrespective of cause; excepting those outside the enforcing authority's jurisdiction e.g. a road traffic collision.
- b) The following major injuries to persons at work, as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), irrespective of cause; all amputations, serious multiple fractures, crush injuries, serious head injuries including loss of consciousness, burns and scalds, permanent blinding; etc.
- c) All accidents which result in RIDDOR-defined major injury in the following categories.
 - i. workplace transport incidents,
 - ii. electrical incidents,

- iii. falls from a height of greater than 2m,
- iv. confined space incidents.

d) All RIDDOR- defined asphyxiations.

Summary

A successful accident investigation determines not only what happened, but also finds how and why the accident occurred enabling service and procedural improvements to ensure there is no repeat.

The H&S Committee shall consider and record all such occurrences.

For further information on Accident investigating, visit the [HSE Guidance document on Accident Investigations here.](#)

Document Version History			
Date:	Version #:	Responsible person:	Comments/Notes:
03/02/2022	V1.0	AJPhillips	Imported & edited Total Protection Doc; Review 2 years
21/12/2022	V1.1	AJPhillips	Updated
17/02/2023	V1.2	BWest	Updated