

HEALTH & SAFETY MANAGEMENT ARRANGEMENTS FOR ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION (INCLUDING INDUSTRIAL INJURY/ILLNESS)

INTRODUCTION

CYNNAL will record and investigate all accidents and incidents, near misses or dangerous occurrences involving employees, contractors or members of the public visiting the company's premises. Following investigation, CYNNAL will take all reasonable steps to make any improvement necessary to prevent a reoccurrence. CYNNAL will also ensure that all staff absent through industrial disease, accident or assault arising out of or in the course of their employment, receive their proper entitlement in accord with the National Agreement on Pay and Conditions of Service Sickness Pay Scheme. All such work related absences will be thoroughly investigated.

MANAGEMENT GUIDANCE - DEFINITIONS

An accident is an unplanned, unwanted event, however minor, that causes injury to people, damage to property or other loss.

A near miss is a similar unplanned event, without consequent injury or loss, but which had the potential to do so.

A dangerous occurrence is something that happens in connection with the work of the company and is included in the relevant schedule of the RIDDOR Regulations.

A lost time accident is an accident which is not RIDDOR reportable, but involves lost time from work or possibly required first aid treatment.

The *RIDDOR Regulations* are the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995

Industrial Injury and Industrial Illness have specific meanings that relate to state benefit payments. For the purpose of these arrangements *industrial injury* is any work related injury or illness. A work related injury is caused or exacerbated by the particular work tasks, demands or environment that obtains at work.

ACCIDENT INVESTIGATION

There are a number of reasons to investigate accidents and incidents, including;

- To collect information that should be referred on to the enforcing authority
- To identify the cause of the accident and/or incident to prevent reoccurrence
- To get information for an insurance claim
- To find out the cost of an accident

HOW DO ACCIDENTS HAPPEN

Accidents are rarely caused by a single factor – there are usually several contributory factors. Also, these factors will include obvious and immediate causes and less obvious underlying causes.

- **Immediate causes** – Unsafe actions (e.g. leaving bags/files/boxes on floors or not wearing personal protective equipment) and unsafe conditions (damaged tools or equipment or low lighting levels)
- **Underlying causes** – Factors that allow the unsafe actions and conditions to happen. The majority of these are related to the way the organisation manages health & safety and how people perceive risk.

MANAGERS RESPONSIBILITIES – ACCIDENT / INCIDENT INVESTIGATION

It is the responsibility of Health, Safety and Welfare Team to ensure:

- All accidents/incidents/near misses and dangerous occurrences are reported and investigated using the accident reporting form
- Following investigation, necessary improvements are put in place to prevent a reoccurrence
- A copy or the original accident/incident form is kept on the premises, and a copy or the original of the accident/incident is sent to the Personnel/H&S Assistant
- When an accident is reportable under the RIDDOR regulations, the Health, Safety & Welfare Team is immediately informed to assist with a thorough investigation and the incident report to RIDDOR by the Chief Executive
- Any unsafe acts are challenged and appropriate steps are taken to rectify the incorrect working practices
- Staff who are involved in agile/mobile working have access to accident reporting forms for reporting incidents which may occur at home or when away from the workplace
- To monitor, on an annual basis, all the accidents/incidents that have been reported during the previous 12 months to ascertain any patterns or areas of high risk
- To monitor, on an annual basis, all staff absences to check for patterns, or absences that were work-related.

EMPLOYEE'S RESPONSIBILITIES ACCIDENT / INCIDENT INVESTIGATION

It is the responsibility of every employee to ensure:

- All accidents/incidents/near misses and dangerous occurrences are reported using the corporate accident/incident form - this includes staff who are involved in agile/mobile working
- Any absence which is attributable to a work related illness or injury is reported to the line manager
- Full co-operation with any investigation into work related illness or injury

LINKS TO OTHER POLICIES & ARRANGEMENTS

These arrangements should be read in conjunction with :

- CYNNAL's Health and Safety Policy, which identifies the roles and responsibilities of all employees and managers
- Arrangements for referral to the Occupational Health Unit
- Health & Safety Management Arrangements for First Aid
- Health & Safety Risk Assessment for Accident Reporting
- Health & Safety Management Arrangements for Home Working
- Staff Absences / Attendance Management
- RIDDOR Accident Incident Investigation Guidance Booklet

CONTROL MEASURES / IMPLEMENTATION

- Accident Books to be located in each building
- Staff to be informed of the requirement to report all accident/incidents and the importance of reporting all near misses
- The Health, Safety and Welfare Team to conduct an annual review of all accidents, incidents and near misses reported by the company's staff – to decide what additional measures could be introduced to control / reduce the likelihood of accidents / incidents
- All RIDDOR-reportable incidents to be processed by the Chief Executive
- All accidents/incidents to be investigated as soon as practicable after the event

INDUSTRIAL INJURIES PROCEDURE

A safety and welfare management system has been introduced to ensure that:

- Each employee completes an Absence Record Form for each period of absence from work. Anyone declaring an industrial injury must state this on the form.
- Any absence that is declared to be work related must be investigated appropriately. If the absence relates to an incident prompting the completion of an Accident Reporting form, an investigation may have already been completed. It will be necessary to review this investigation to ensure compliance with this arrangement. The manager responsible for the work area will investigate initially, asking for assistance or advice from the Health, Safety and Welfare Team.

To determine whether an absence can be confirmed as work-related, the investigator will take into account the following factors:

- Does the worker actually have an injury or illness? It may be relatively easy to confirm a physical injury but in case of doubt or if an illness is claimed a referral to Occupational Health Co-ordinator may be appropriate. *The Stress Policy states that in every case a worker claiming stress, work related or not, must be referred to Occupational Health Service.*
- Did the accident/incident occur in work?
- Were the activities, which led to the incident, work related?
- Was the employee authorised or instructed to undertake the activities, which could have led to the accident/incident?
- Were there any witnesses?
- Were there any visible signs of injury or illness to the employee?
- Does the injury or illness prevent the worker carrying out work?
- How the illness or injury was caused and is it possible to identify the existence of those causes at the workplace?
- If the causes can be identified at the workplace, is it likely that the employee was exposed in a manner and/or to a degree that injury or illness would arise?

If the answer to each of these questions is yes, then work-related injury or ill-health can be confirmed. Managers should be assured that confirming an absence as work-related will not infer any liability on behalf of the company.

It may be appropriate to offer other duties to the worker to prevent them being absent. However GP or the Occupational Health Service must confirm in writing that the employee is fit to undertake specific work duties.

The employee must be told about the decision. Should the investigators decision be disputed, then the worker will appeal using the company's Grievance Procedures.

If a manager is told that a period of absence is work-related at any time after receiving the Absence Record Form, an investigation must be initiated. Advice should be sought from the Health, Safety and Welfare Team. During the investigation, the questions about actual injury or illness and causes etc must be posed and a decision consistent with these Arrangements made. This decision will determine any future payments to the worker.

ASSOCIATED DOCUMENTS

F2508 Report of an Injury or Dangerous Occurrence – See RIDDOR Regulations
RIDDOR 1995 Major Injuries from Schedule 1 of the Regulations
RIDDOR 1995 Dangerous Occurrences from Schedule 2 of the Regulations
Absence Record Form