

ACCIDENT PROCEDURES & STATISTICS

19.0



SCAFFOLDING

Accident investigation

Why investigate accidents?

There are many reasons why accident investigations should be carried out, the amount of detail necessary in the report depends on the uses to be made of it. Enforcement agencies look for evidence of blame, claims specialists look for evidence of liability, trainers look for enough material for a case study.

From the viewpoint of prevention, the purpose of the investigation and report is to establish whether a recurrence can be prevented, or its effects lessened by the introduction of safeguards, procedures, training and information, or any combination of these.

Procedure

There should be a defined procedure for investigating all accidents, however serious or trivial they may appear to be. The presence of a form and checklist will help to concentrate attention on the important details.

Equipment

The following may be considered as essential tools in the competent investigation of accidents and damage/loss incidents.

1. Report form 'enclosed' as a routine prompt for basic questions.
2. A notebook or pad of paper.
3. Tape recorder for on site comments, or to assist in interviews.
4. Camera, (should not be a digital camera as pictures can be easily altered)
5. Measuring tape, which should be long enough and robust, like a surveyors tape.
6. Specialist equipment in relation to the particular investigation, eg meters, plans, instruction manuals, or video recorder.

The Investigation

Information obtained during investigations is given verbally, or provided in writing. Written documentation should be gathered to provide evidence of policy or practice followed in the workplace, and witnesses should be talked to as soon as possible after the accident. Where possible, the injured person should also be seen promptly. Key points to note about investigations are: -

- 1. The first focus of the investigation should be on when, where, to whom and the outcome of the incident*
- 2. Events and issues under examination should not be pre-judged by the investigator*
- 3. Total reliance should not be placed on any one sole source of evidence*
- 4. The value of witness statements is proportional to the amount of time which passes between the events or circumstances described and the date of the statement or written record. (Theorising by witnesses increases as memory decreases)*
- 5. The second focus should be on how and why, giving the immediate cause of injury or loss, and then the secondary or contributory causes, e.g. injured person sustained foreign body to the eye, (Immediate cause), injured person not wearing appropriate eye protection. (secondary cause's) lack of training of operator, adequate systems of work not in place*
- 6. The amount of detail required from an investigation will depend on, The severity of the outcome , and the use to be made of the report*
- 7. The report should be as short as possible, and as long as necessary for its purpose(s)*

The Report

The report that emerges from the investigation must provide answers to the following questions

1. What was the immediate cause of the injury/accident/loss?
2. What were the secondary/contributory causes?
3. What is the necessary corrective action?
4. What system changes are either necessary or desirable to prevent a recurrence
5. What reviews are needed to policies and procedures (eg risk assessments)?

Whether the report is made on a standard form or specially written, it should contain the following: -

1. A summary of what happened.
2. An introductory summary of events prior to the accident
3. Information gained during the investigation
4. Details of witnesses
5. Information about injury or loss sustained
6. Conclusions
7. Recommendations
8. Supporting material (photographs, diagrams to clarify)
9. The date, and be signed by the person, or persons carrying out the investigation/

Accident reporting & Investigation.

What is an accident?

“An unplanned, uncontrolled event leading to death, injury, damage, loss or potential loss

Why report and investigate accidents?

1. To stop a re-occurrence.
2. To comply with Legislation
3. To spot accident trends
4. To establish links with current health problems, and previous accidents
5. For use in claims for compensation

Reporting accidents.

All accidents must be reported, no matter how minor, and recorded on company accident forms, or accident book, you have obligations under the Social Security (Claims and Payments) regulations 1979, and the Social Security Administration Act 1992. Once the book is full, you should keep it for three years after the date of the last entry.

RIDDOR. (Reporting of Injuries, Diseases & Dangerous Occurrence Regulations)

By law, if you are an employer, self employed or a manager in any type of business, it is your responsibility to report all serious accidents at work under RIDDOR, dangerous occurrences also have to be reported under these regulations, reporting of accidents/incidents fall under three categories.

1.Major injury

Such as, death, a fracture of any bone, except a finger, thumb or toe, an amputation, the dislocation of a shoulder, hip, knee, or spine, temporary or permanent loss of sight, chemical or hot metal burn to the eye, or any penetrating injury to the eye, any other injury requiring admittance to hospital for more than 24 hours. Major injuries should be reported immediately, (e.g by phone) and documentation (form f2508 should be sent, arriving within 10 days.

Reportable injuries.

These include, any injury at work that causes the person injured to be unable to continue his, or her duties for a period of three days or more.

The three-day absence does not include the day of injury, but does include weekends and bank holidays. Three-day injuries should be reported within the 10-day period, on form F2508.

Reportable dangerous occurrences.

Failures of the following types of equipment, which could lead to death, or serious injury. Lifting machinery, pressure systems, scaffolding, electric short circuits, or overloads causing fire or explosion which could have caused death, or which causes stoppage of the plant for more than 24 hours, accidental release of flammable, and dangerous substances, collapses of buildings being altered, constructed, re-constructed, or demolished. All dangerous occurrences should be reported in the same manner as a major injury

The above lists are not exhaustive, and are intended as examples for your information, comprehensive lists are available from the Health and Safety Executive.

Useful contact numbers.

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|-----------------|--|
| 1. RIDDOR | 0845-3009923 |
| 2. HSE Infoline | 08701-545500 |
| 3. HSE Website | www.hse.gov.uk . |



SAY Scaffolding Ltd

Accident, Dangerous Occurrence & Incident Report

**Company
Address**

**Phone No.,
Site Manager
Site Address**

Phone No.

Death or Major Injury	HSE Notified		Time		Date	
Over Three Day Injury	HSE Notified		Time		Date	
Disease	HSE Notified		Time		Date	
Dangerous Occurrence	HSE Notified		Time		Date	
Minor Injury	HSE Notified		Time		Date	
Incident or Near Miss	HSE Notified		Time		Date	

HSE Immediately Notified By:-

F2508 Completed:

By:

**Date
Sent:**

HSE Office

HSE Inspector

How did the accident/incident occur?

Appendix

How could the accident/incident have been prevented?

How can a reoccurrence of the accident/incident be prevented

Report Carried out by:-

Date:

Date of Incident

Time

Location

Injured Person

Address

Phone Number

Age

D.O.B.

Male/Female

Job Title

Employee	Trainee	Self-Employed	Member of Public	Other
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Other Information

Employer

Address

Phone number

Injuries Sustained

Plant or other involved

Weather Conditions

Witness Statements



ACCIDENT STATISTICS

YEAR	AVERAGE NUMBER OF EMPLOYEES	FATAL	MAJOR INJURY	REPORTABLE OVER 3-DAY INJURY	NON-REPORTABLE	DANGEROUS OCCURENCES / NEAR MISS	REPORTABLE ILL-HEALTH
THIS YEAR	30	0	0	0	3	0	0
LAST YEAR	45	0	0	1	3	0	0
YEAR BEFORE LAST	45	0	0	0	1	0	0

