

BRIEFING 05

Accident & Near Miss Reporting

Reporting accidents and near misses lets us fix problems before someone is seriously hurt. Reporting is encouraged and never penalised.

What to report

- Any injury, however minor.
- Near misses — events that could have caused injury or damage but did not.
- Dangerous occurrences, unsafe conditions and damaged equipment.
- Property and plant damage.

How to report

- Tell your supervisor or the site manager as soon as it is safe to do so.
- Record the event in the site accident book / report form.
- Do not disturb the scene of a serious incident until told it is safe.

RIDDOR

Certain injuries, diseases and dangerous occurrences are reportable to the HSE under RIDDOR 2013. The site manager is responsible for making any RIDDOR report — your job is to report the event to them promptly and accurately.

STOP & ASK Reporting a near miss is not getting someone in trouble — it is how we stop the next accident.