



TOOLBOX TALKS

Reddan Contractors, 438 Southchurch Road, Southend-on-Sea, SS1 2QA

Tel: 01702 616061

Email: helpdesk@reddan.co.uk

Toolbox Talk Details

| | |
|---------|---|
| Title | A13 - Accident and incident reporting |
| Reason | Prompt accident reporting and accurate accident investigation are important. Establishing why accidents occur and examining the causes can help prevent them from being repeated. |
| Outline | This talk covers reporting and recording procedures. |

Accident reporting

1. Health and safety law (specifically the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 or RIDDOR) requires that the following types of accident are reported to the Health and Safety Executive (HSE).
 - Fatalities and specified injuries.
 - Injuries resulting in more than seven days off work or inability to carry on with normal work.
 - Occupational diseases.
 - Dangerous occurrences.
2. Unsafe conditions and near misses should always be reported to your supervisor or manager.
3. By receiving such accident reports the HSE and your company can establish accident trends, highlight areas of weakness and effectively target preventative measures.
4. Everyone on site must ensure that all accidents, no matter how minor, are recorded in the site accident book.
5. Accidents to members of the public arising out of site activities must be reported.
6. If accurate records are made, the affected parties can refer back to them at a later date, if there is a need.
7. Completed accident reports are confidential.

Accident investigation

1. Your employer has a duty to investigate all accidents to establish the cause and prevent recurrence.
2. The HSE and the police will also investigate fatalities and other serious accidents.
3. If you are involved in an investigation:
 - listen carefully to the questions and remain calm
 - state honestly what you saw or heard
 - do not be afraid to say when you do not know an answer
4. Remember that the reason for the investigation is to prevent the accident happening again, not to apportion blame.

| Revision Date | Assessed By | Signature |
|---------------|----------------|-----------|
| January 2021 | Michael Reddan | |