



## ACCIDENT, INCIDENT & NEAR MISS REPORTING

### Background

**This briefing covers the procedures for reporting accidents, incidents and near misses.**

**Accident:** An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury.

**Incident:** Incidents are unexpected events that happen in the workplace but do not result in property damage, personal injury, illness, or death.

**Near Miss:** An event that does not result in injury but the risk of causing harm has the potential to cause injury or ill health such as tools or materials not being stored correctly or unsafe working practices.

### Reporting

1. Health and safety law requires specific types of accidents to be reported to the Health & Safety Executive:

- Fatalities and specified injuries.
- Occupational diseases – e.g. asthma, dermatitis, carpal tunnel syndrome, HAVS, tendonitis or tenosynovitis, cramp of the hand or forearm; where the work is a significant contributing factor.
- Dangerous occurrences.
- Any injuries that result in the IP being off work or

unable to carry out their normal duties for more than 7 days.

2. Everyone on site must report accidents, incidents and near misses / unsafe conditions to the supervisor or manager.
3. The company and the HSE can use accident reports to establish trends, highlighting areas for improvement and target preventive measures.
4. Completed accident reports are confidential documents.
5. If accurate records are kept, anyone that might be affected can refer back to the incident or incidents at a later date.
6. Accidents involving members of the public arising out of site activities must be reported.

**Just think:** If an employee reported five near misses this week and, upon investigation, we identify three beneficial changes for every near miss, then by reporting the near misses, we have the opportunity to implement 15 proactive improvements before any damage or injuries occur.

### Points for discussion

1. Why is documenting accidents in the accident log important?
2. Why is it essential to report near issues and unsafe conditions?