

CASS Accident and Incident Reporting

An accident may be defined in many ways, but perhaps the clearest definition is “an unintentional and unexpected occurrence which produces error or loss”.

Accidents are normally segregated into four different classes:

- i) Those which cause no damage to property or injury to people.
- ii) Those which cause damage to material, plant or equipment but do not injure personnel.
- iii) Those which cause injury to personnel but do not damage property.
- iv) Those which cause both injury to people and damage to material, plant and equipment.

Although all of the above are accidents, we usually refer to numbers i) and ii) as incidents.

The term ‘incident’ (when used in this context) can therefore be defined as “an accident which does not produce injury but possesses the capability to do so in certain circumstances”.

Accidents must be reported for many reasons, not least of which is the legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). However, in addition to statutory requirements, it is important to remember the primary reasons for reporting accidents, namely:

- The more accidents and incidents that are reported, the more that can be investigated.
- The more accidents and incidents that are investigated, the more that can be prevented from recurring.
- The more accidents and incidents that can be prevented from recurring, the safer and more efficient the workforce.

All accidents/incidents must be reported as soon as possible after they occur. This will ensure that the investigation can take place:

- Whilst the events are still clear in everybody’s mind.
- Whilst the conditions at the time of the event are still prevailing.
- Before machinery, equipment, conditions etc. can be changed or tampered with.
- Before a recurrence of the event.

The initial report will be made by any person who witnesses the accident/incident. In the case of an unobserved event, the report will be by the first person who discovers the problem.

In the case of the initial report being made by any non-supervisory personnel, the report will be verbally made to that person’s immediate supervisor.

The verbal report must be passed on as necessary until it is given to the manager responsible for the area where the event occurred or the health and safety officer. It will then be his or her responsibility to fill in the internal Report Form.

vii) Any of the following Dangerous Occurrences:


- The explosion, collapse or bursting of any closed vessel.
- Electrical short circuit or overload causing fire or explosion.
- Any explosion or fire resulting in the suspension of normal work for more than 24 hours.

Once the initial (telephone) report has been made, it is necessary to follow this up with the submission of an accident/incident form.

In addition to the above circumstances, a report must be made within seven days, by the submission of an accident/incident form of any other injury to an employee which results in their absence from work or being unable to do their normal work for more than three days (including days which would not normally be working days).

In addition to the above-mentioned procedures, an accident book is provided in each workplace. Entries must be made for all work-related accidents. Usually, the injured person or their line manager will make the entry.

The books will be periodically inspected by the Health and Safety Advisor and any appropriate action required will be taken.

Signed:	
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Date:	31 st January 2023