

**Incident Reporting Procedure**

TOWN

CLERK

Action

NO

YES

Arrange First Aid or medical care if required

Accident or Near-miss incident occurs to employee, or non-company-employee on company premises

Town Clerk notifies the HSE Incident Contact Centre.

Is

the Incident serious or

involves sick absence?

Has the

Employee

returned

to work?

NO

YES

YES

Action for any remedial work to prevent a re-occurrence is initiated if required.

No further action.

Copy of both forms sent to Town Clerk.

Manager investigates using Incident Investigation Form, within 10 days.

Copy of both forms sent to Town Clerk.

Manager investigates using Incident Investigation Form, within 24 hours.

Is the

Incident reportable immediately under RIDDOR?

Town Clerk checks with Manager after 5 days.

NO

Manager notifies Town Clerk immediately by phone.

Notify Manager immediately by phone.

Complete Incident Report Form within 48 hours and post/fax/email to Manager. Enter in Accident Book.

Complete Incident Report Form within 24 hours and hand/post/fax/email to Manager. Form can be completed by another employee if injured employee is incapable. Enter in Accident Book

A serious accident is:

* Any fracture other than to fingers, thumbs or toes.
* Any amputation.
* Dislocation of the shoulder, hip or spine.
* Loss of sight.
* Chemical, hot metal or penetrating injury to the eye.
* Electric shock leading to unconsciousness, or to hospital for 24 hours +.
* Any injury leading to hypothermia, heat-induced illness, unconsciousness.
* Any injury requiring resuscitation.
* Any injury leading to admittance to hospital for more than 24 hours.
* Loss of consciousness due to asphyxia or exposure to a substance.
* Acute illness or loss of consciousness.