

Complete Incident Report Form within 24 hours and provide to Town Clerk. Form can be completed by another employee if injured employee is incapable. Enter in Accident Book

Accident or near-miss incident occurs to employee, or other person on company premises

Copy of both forms retained by Town Clerk

 Town Clerk ensures investigation takes place using Incident Investigation Form, within 10 days

Town Clerk ensures investigation takes place using Incident Investigation Form, within 24 hours

Notify Town Clerk immediately in person or by phone

**Incident Reporting Procedure**

TOWN

CLERK

Action

NO

YES

Arrange First Aid or medical care if required

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

Is the

Incident reportable immediately under RIDDOR?

Town Clerk monitors absence

NO

Town Clerk considers whether RIDDOR reportable

Complete Incident Report Form within 48 hours and provide to Town Clerk. 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

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| **Revisions** |
| **Date** | **Amendment** |
| February 2021 | References to Manager amended to Town Clerk |