

# Incident Reporting Procedure



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

Arrange First Aid or medical care if required

- 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.

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

Manager investigates using Incident Investigation Form, within 10 days.

Copy of both forms sent to Town Clerk.

No further action.

Is the Incident serious or involves sick absence?

Notify Manager immediately by phone.

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

Town Clerk checks with Manager after 3 days.

Is the Incident reportable immediately under RIDDOR?

TOWN CLERK Action

Manager notifies Town Clerk immediately by phone.

Manager investigates using Incident Investigation Form, within 24 hours.

Town Clerk notifies the HSE Incident Contact Centre.

Copy of both forms sent to Town Clerk.

Has the Employee Returned to work?

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