



Accident Reporting and Investigation Policy

1. Introduction

Blackwood Plant Hire Ltd recognises it has a duty under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) and also The Social Security Administration Act 1992 to investigate and report and record all accidents to employees, visitors, contractors and members of the public

2. Policy

Blackwood Plant Hire Ltd will investigate, report, and record all accidents, dangerous occurrences, incidence of occupational ill health occurring and Near Misses/Close Calls in the workplace to fully establish causation and to provide methods of preventing or minimising recurrence.

3. Reporting accidents

All accidents that result in injury to employees, visitors, contractors and members of the public, where the accidents, dangerous occurrences or occupational ill health falling under RIDDOR 2013, must be reported in the accident book/register and additionally reported to the HSE using HSE forms F2508 or F2508/A.

These will normally be filled out by the Company senior management immediately.

The following must be reported to the appropriate authorities under law:

- Any death or specified injury
- Any reportable occupational diseases
- Any injury that results in an employee being absent from work for more than seven consecutive days or unable to carry out their normal duties for more than seven consecutive days
- Any reportable dangerous occurrences

A summary of reportable injuries dangerous occurrences and reportable diseases can be found in the booklet RIDDOR Explained HSE 31(rev1) (See Health and Safety Guidance Section on Page No.78. No's 6 Accident Book the Social Security Administration Act 1992, and No's 7 and Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) for further Information and guidance).

4. Investigating accidents

- All employees will be made aware at induction that they are not to interfere with the scene of a major accident or dangerous occurrence until any investigation is complete.
- All accidents which result in injury to persons will have an accident investigation carried out by the Director/ Supervisor/Health and Safety Manager.

Photographs and statements and any other information or materials deemed necessary will be taken at that time (this depends upon the nature of the injury i.e. minor cuts, scrapes, knocks, etc. would only need simple verbal investigation there would be no need for photographs, written statements etc.)



Accident Reporting and Investigation Policy

Statements will be taken from the following:

- a) Injured person or persons (separate statements from each)
- b) Witnesses (separate statements from each)
- c) First aider

- The results of the investigation will be passed to the Senior Management who will decide on any further actions required. (See responsibilities)

5. Dangerous Occurrences

All dangerous occurrences which may have resulted in an accident, or which may have caused significant or serious harm to persons or damage, to equipment, plant or buildings, must be reported to the H&S Manager who will then decide upon appropriate investigation and actions to minimise or eliminate the chance of recurrence

6. Reportable Occupational Diseases

Instances of an employee contracting a reportable disease must be reported to the Line manager and H&S Manager who will then decide upon appropriate investigation and actions to minimise or eliminate the chance of reoccurrence.

7. Near Miss/Close Call

Any unplanned event that does not result in injury or damage will be classified as a Near Miss or Close Call.

BPH has in place a system of reporting near misses to enable it to react to it in such a manner as to avoid the situation turning into an injury or damage accident.

Anyone observing an unsafe act or condition should first report it to site management for site specific action to be taken. BPH employees should also report the near miss to head office to enable it to judge whether there may be merit in disseminating the report and actions to be taken Company wide. Each site based operator can contact head office by mobile phone to report any near miss.

Near Miss reports received at BPH offices, and any actions taken, will be entered onto a accident/Incident register. Near Misses will be periodically reviewed at Management Review meetings.

8. Responsibilities

All staff

Must report any injury at work however slight to their manager / supervisor and cooperate in any subsequent investigation.

Must report any dangerous occurrence or disease at work to their manager / supervisor and cooperate in any subsequent investigation.



Accident Reporting and Investigation Policy

Line Managers

Carry out an investigation, with HSQE Manager assistance, of the circumstances of all accidents and dangerous occurrences they will then report the results to the Managing and Operations Directors who will decide if the accident requires further investigating and/or reporting under RIDDOR regulations.

Ensure that all accidents, dangerous occurrences and reportable diseases are thoroughly investigated and reported to the appropriate authority as required.

Directors

Having ensured that a full and thorough investigation has taken place and having taken advice from the HSQE Manager the MD or, in his absence, the Op Director, will instruct the HSQE Manager to report the accident/incident to HSE, where it falls under the requirements of RIDDOR 2013.

HSQE Manager

Assist and take the lead where necessary in all accident/incident investigations. Report applicable accidents/incidents to HSE as required by RIDDOR 2013. Maintain records of all accidents, incidents and Near Misses. Provide advice on actions to prevent recurrences and ensure actions have been closed out.



Accident Reporting and Investigation Policy

Appendix B from RISQS Manual

'CLOSE CALL', 'NEAR MISS' AND ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

We have established, implemented and maintained procedures to record, investigate and analyse accidents and incidents as follows:

In the event of an accident or incident (including near misses) that is not reportable to RIDDOR, the General Manager, depute or delegated manager will carry out an investigation immediately and gather all associated evidence. This information will be recorded on the Forms Register.

Ref. NR-L3-INV-3001

In the event of a serious accident or any incident (including near misses) reportable to RIDDOR, the MD or his nominee will carry out a comprehensive accident investigation immediately using the accident report form. The results of the investigation will be used to help identify any underlying deficiencies, possible contributing factors and necessary corrective action. The MD or his nominee will advise accordingly with information regarding possible system improvements. The results of all accident/investigations will be communicated to all members of management. Information will be made available to employees via the internet/letter drops/Safety Alerts/Briefings/Toolbox Talks.

Accident/incident (and near misses) reporting procedures are detailed within the Occupational Health and Safety Manual and should be recorded on the appropriate form as indicated above. This information will be collated by the relevant management and used to provide subsequent safety information to employees via the Hub.

In the event of an incident (or near miss), minor or major, all associated Risk Assessments and methods of work will be reviewed. Improvements made to these documents will be recorded on the Systems Improvement / Document Control form contained within the ISO 9001:2015 Quality Management System and approved by the MD. Any changes implemented will be posted on the Hub for the attention of all staff.

All accident/incident (and near misses) investigation information will be kept for a minimum period of seven years. All information will be collated and summarised to provide relevant data for the next Management Review Meeting. This information will be archived after three years as it will be used to provide longer-term accident/incident (and near misses) statistics.

The results of all accident/incident (and near misses) investigations will be considered during Management Review Meetings. The subsequent information provided will be used to determine any underlying deficiencies or contributing factors, and help identify any possible preventative and/or corrective action, along with the opportunities for continual improvement. Relevant information from the Management Review Meetings will be posted on the internet to keep all employees informed.

Close call needs to be documented and comply with close call railway requirements



Accident Reporting and Investigation Policy

Introducing the Close Call System

A key function of a good Safety Management System is to prevent accidents through the understanding and management of accident precursors, before the accidents occur. The recording and monitoring of 'Close call' incidents has been identified as a means of helping this process.

At the request of Network Rail and its contractors, RSSB has been developing a new internet based system that will allow the industry to centrally record and analyse 'Close Call incidents'. This will be known as the Close Call System.

A 'Close Call' has been defined by the Network Rail project team as "an event that had the potential to cause injury or damage....". The definition of close call excludes near misses with trains or other on track plant machinery which will continue to be reported into the Safety Management Information System (SMIS).

Initially the Close Call system will be used by Network Rail and its contractors for capturing close call data relating to the activities of track workers. If the system proves to be successful, it is the intention to roll it out to the rest of the industry so that it can become a fully inclusive, centrally accessed industry resource for learning from close call incidents.

Validated 'Close call' data will be made available in the Safety Management Information System (SMIS) for users to analyse through the new SMIS Vision intelligence and knowledge software.

There will be a number of different ways a Close Call incident can be recorded. This will include:

1. Any member of staff via the internet which will be www.closecallsystem.co.uk although at present this is not active
 2. Reporting a Close Call event to line managers
 3. Possibly via a confidential telephone reporting service.
- Implementation across Network Rail and its principal contractors is scheduled for April 2011. Network Rail, who is responsible for all aspects of this project's communication, guidance and training, will be providing further details to all relevant organisations and staff over the coming months.

Signed:

A handwritten signature in black ink, appearing to read 'P McCormack'.

P McCormack
Managing Director

Dated: 01 March 2022