

Accident and Incident Reporting Procedure

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1 Introduction

MLP Traffic Ltd cares about the health and safety of its people. It recognises the need to report within current legislative requirements along with the improvement in Health, Safety and Environmental performance that can be gained by good incident reporting and investigation.

This policy complies with the requirements imposed by the Health and Safety at Work etc Act 1974. The Management of Health & Safety at Work Regs 1999 as amended, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

2 Scope

This document and its appendices are intended for the use of MLP Traffic Ltd employees whose responsibilities include the reporting and recording of incidents, accidents and dangerous occurrences.

The word Incident in this document is used to include accidents, near misses and other events that are a significant threat to people, property, environment or the continuity of business.

3 Policy

MLP Traffic Ltd will endeavour to prevent undesirable incidents wherever it can and to respond promptly and professionally should they arise. MLP Traffic Ltd will report all relevant incident information using prescribed documentation within agreed timescales. Significant incidents will be investigated and brought to the attention of management. Corrective and preventative actions will be identified and where appropriate escalated for positive improvement of MLP Traffic Ltd activities.

4 Responsibilities

The Managing Director

is responsible for making the necessary arrangements to provide financial support required for various activities

The Health and Safety Manager

will ensure that this Policy and Procedure is appropriately communicated, understood and implemented. This will be achieved by regular audits and inspections and reporting of accident information. Levels of incidents, types and trends will be collated and reported.

Local/Depot Managers

Will ensure that all accidents and incidents are reported by means of the Company online incident report system, arranging, where applicable, for completion of a road traffic accident form by the employee involved.

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Regional Manager

The regional manager will be automatically notified of the accident or incident by the online incident system once completed by the local manager. Depending on the nature of the incident, it may be necessary for the Regional Manager to make early contact with the client (or complainant) for example where a site incident has occurred which requires ongoing communication between MLP Traffic and the client or other interested party.

The Regional Manager will make such enquiries as is required to establish the facts surrounding the incident and report these back to the HSEQ Manager in a timely manner.

Employees and Contractors

who have accidents or are involved in incidents must report details to their Line Manager **immediately**. All involved parties must provide information and co-operate with any investigation by the company or statutory authorities.

5 Arrangements

5.1 Definitions

Accidents

An Accident is an unplanned, unwanted event that has caused personal injury

Incidents/Near Misses-

Are an unplanned event that may or may not result in personal injury or property damage e.g.

- Road Traffic Incidents
- Dangerous occurrences at Temporary Traffic Management sites – jumping red lights, speeding etc.
- Damage to plant
- Traffic light damage
- VMS/VAS damage
- Vandalism
- Environmental spillages – Fuel, Oils, Lubricants
- Fire
- Flood
- Thefts or break-ins
- Violent or Abusive behaviour

Major incident

A Major Incident is defined for Contingency planning purposes as an Emergency, which represents a serious threat to people, premises or business.

RIDDOR

RIDDOR requires the specified responsible person, usually the Health and Safety Manager, to report certain defined work-related accidents or incidents to the enforcing authority. In summary, the accidents or incidents that are required to be reported include:

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- all fatalities
- accidents resulting in any of the specified "major injuries"
- certain defined work-related diseases
- certain dangerous occurrences such as building collapses, gas explosions, etc.
- accidents resulting in employees being off work for more than seven days. This includes any days they would not normally be expected to work such as weekends, rest days or holidays but excludes the day of the incident.

The deadline by which an over seven day injury must be reported is 15 days after the accident

From 6 April 2012 a record must be kept for over 3 day injuries, but less than 7 days, but this is not RIDDOR reportable.

5.2 Incident Management

Individuals who are the first person at an accident scene should initiate incident management by making safe and calling the first aider. In the event of a fatality, or discovery of a dead body the Managing Director and Health and Safety Manager must be informed **immediately**.

6 Accident /Incident Reporting

6.1 Accident Reporting

Mervyn Lambert Plant Ltd employees are required to report all personal injury accidents that occur to their relevant manager immediately.

The manager completes incident notification form **ML83** and an Accident report form from the accident report book.

The Health and Safety Manager then carries out an investigation and completes in full the MLP Traffic Ltd investigation and report form (**Appendix A**).

If an employee is involved in a road traffic accident, then **Appendix C must be fully completed** at the scene of the accident.

6.2 Incidents

All Incidents must be reported by the local manager using the report form **ML83**. Where the incident involves a road traffic collision – the local manager must arrange for the employee involved to complete the Road traffic accident (Appendix C) section of this procedure. All forms and photographs **MUST** be sent together at the time of reporting.

6.3 Near Miss Reporting

All reported Incidents and Near Misses will be reported and investigated using the near miss reporting book **ML73**. Alternatively, operatives who have been provided with my mobile worker tablets may use the report near miss function on the software in order to report such an occurrence.

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6.4 Reporting of Injury Diseases & Dangerous Occurrences

The Health and Safety Manager will complete the RIDDOR reports for all reportable incidents. The Health and Safety Manager will report the incident within 15 days to the incident reporting centre. In the case of a major injury the incident reporting centre should be informed immediately by telephone followed up within 15 days with a completed F2508 form. Any subsequent contact made by the HSE/ Enforcement Authority to the injured party should be notified immediately to the Health and Safety Manager.

If any member of staff is killed, during working hours the police should be notified immediately followed by the HSE, the Managing Director and Health and Safety Manager.

If a Manager receives a doctor's notification that an employee suffers from a reportable disease then they will inform the HR Department and the Health and Safety Manager who will make any report to the appropriate enforcing authority, which may be either the HSE or the local authority. (Note that the doctor makes the report to the local health authority in respect of contagious diseases) Reportable Disease being one that has a root cause relating to their work activities.

6.5 Accident and Incident investigation

All accidents **MUST** be investigated, not only accidents that cause injury, but also incidents in which no injury was sustained, but where there may have been damage to plant, equipment or buildings etc.

The Accident record book, the Incident reporting form (**Appendix A**) or the Near miss reporting form (ML73) should be completed as fully as possible.

If RIDDOR the Health and Safety Manager will inform the following persons

- Managing Director of MLP Traffic Ltd
- MLP Traffic Ltd Finance Director
- MLP Traffic Ltd HR Department
- Line manager of the injured party

The Health and Safety Manager will present the findings, to include the following:

- the circumstances surrounding the event;
- the outcomes of their investigation including actions taken or proposed

Any learning that has resulted from their investigation can be shared across the business to prevent other persons being harmed. Failure to cooperate with an investigation can result in disciplinary proceedings or prosecution of the individual.

For further guidance please see **Appendix B** on accident investigation.

6.6 Records

Records of all reported Accidents, Incidents or Near misses will be held for a minimum of three years.

Records must be produced on request from HSE or local authority inspectors.

7 Training

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Information, Instruction and training will be provided to MLP Traffic Ltd employees at induction covering responsibilities and the correct method to report an incident. Additional requests for training must be made to line managers. On completion of training, the Health and Safety Manager will inform HR to update the training records and personnel files.

8 References

Social Security (Claims & Payments) Regulations

INDG453 (Rev 1) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The Management of Health & Safety at Work Regulations

Data Protection Act

Environmental Agency

9 Enquiries

For additional information contact the Health and Safety Manager.

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Appendix A – Incident Investigation Report

Incident Report

Action:

From:

Information:

Date:

Re:

Where did the incident occur?

When did the incident occur?

Who was involved?

What happened?

Why did the incident happen?

How can we avoid the incident occurring again?

Any further action?

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Appendix B Accident Investigation Guidance – MLP-HSG-013

It is important to investigate accidents:-

To prevent them reoccurring
In order to report them to the authorities as required
To record the facts for analysis

What should I do if an accident occurs?

Take any and all action to deal with the immediate risks and safeguard the area
Take action to stop something similar happening again
Carry out an investigation
Record the details of anyone that was injured, details of the injury, damage, loss of property, damage to equipment or damage to the environment
Record the details of any witnesses
Use the five W principle, the What, When, Who, Where, Why and finally the How

Consider

Could it happen again?
What was the worst that could have happened?
Were there procedures in place?
Were they followed, if not why not
Were the procedures good enough?
Were those involved competent enough?
What training and instruction had they been given?
Did they follow their training? If not why not
Could this have been identified before the accident happened? If so how and what could have been done to avoid it.

To enable an investigation to be completed fully it is important to ensure the following:

- Those involved directly and indirectly should not be blamed.
- Establish the facts as quickly and completely as possible
- Useful evidence such as photographs, drawings, plans and witness statements should be secured as soon as possible
- A timeline should be used to record what happened and when.
- When interviewing clear objective questions should be asked. Interview notes should be dated with a record of all present.
- Witness statements, when voluntarily made, should be dated and signed by the individual and a witness.
- Endeavour to arrive at conclusions as to the cause of the accident on the basis of the relevant facts
- Examine closely any contradictory evidence, never dismiss a fact that does not fit in with the rest, find out more

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Appendix C

ROAD TRAFFIC ACCIDENT

MLP Traffic Ltd VEHICLE DETAILS

Vehicle Type:..... Registration No:.....

MLP Driver:.....

ACCIDENT DETAILS

Date:..... Time:.....

Location:.....

Speed Travelling:..... Speed Limit:.....

Weather Conditions:.....

Damage to MLP Vehicle:.....
.....

THIRD PARTY DETAILS

Name:.....

Address:.....
.....

Contact Telephone No(s):.....

Vehicle Make and Model:.....

Registration No:.....

Damage (take photos):.....
.....

Insurance Details:

Name of Insurers:.....

Policy No:.....

Details of any injured parties:.....

DID POLICE ATTEND THE ACCIDENT: YES/NO

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If **YES**, Station & PC No:.....

DETAILS OF ANY WITNESSES/PASSENGERS

Name(s):.....

Contact No(s):.....

**DESCRIBE HOW THE INCIDENT HAPPENED
AND ADVISE WHO YOU FEEL WAS RESPONSIBLE.**

DRAW A SKETCH OF THE SCENE OF THE INCIDENT.

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