



GUIDANCE ON COMPLETION OF REPORT FORM

These notes are designed to assist in the speedy completion of the form and the initiation of subsequent actions. They are not intended to replace the requirements of the company Management System

Form A is intended to be a brief summary of what has happened - the "Initial report", which dependant upon certain circumstances must be sent to others within specified time-scales (see below). The description of events should be concise as it is intended to convey important information quickly; you should fill in further details as part of the completion of the investigation form that follows.

ACCIDENT/INCIDENT/ENVIRONMENTAL CATEGORIES

The following gives guidance on how to categorise *accidents* (where actual property damage, injury OR environmental damage, due to e.g. oil spillage, was incurred) and *incidents* (potentially hazardous events, which given slightly differing circumstances could have resulted in an accident).

It should be appreciated that as well as the *actual* and the *potential* consequences of an accident it is also to categorise the *potential* consequences of the event. This is because the purpose of this form is primarily to expose underlying causes, to learn from them, and to remedy the situation and not to provide simple numbers.

Category	Definition	Further Investigation?	What to do with this form
A (Major / high potential)	Accidents/Incidents resulting, or with a potential to result in, fatal or major injury. Serious damage to equipment or infrastructure or environment ("damage") with losses (or clean up costs) likely to exceed £100,000.	Formal Inquiry Required if a fatality or if cause is uncertain. Further investigation always required. USE FORM B	(NB Telephone contact process should already have been followed) "FORM A" to Director HSQE and H&S Consultant within one working day
B (Medium)	Accidents/Incidents resulting in significant injuries (i.e. do not result in death or major injury but involves time lost from normal working exceeding 3 days) "Damage" likely to be between £10,000 and £100,000.	Formal inquiry not normally required. Further investigation always required. USE FORM B	"FORM A" to Director HSQE within one working day
C (Minor)	Accidents resulting in other lost time injuries (not exceeding 3 days) or minor "damage" likely to be between £500 to £10,000.	Investigation required (completion of the investigation form may be sufficient unless the frequency estimate is "Frequent") USE FORM B	"FORM A" to Director HSQE within 4 working days.
D (Others)	Accidents involving circumstances other than those categorised as A, B or C including minor injuries, damage to equipment or infrastructure or environment with losses (or clean up costs) likely to be less than £500.	No further investigation normally required other than completion of this report form. However if the frequency estimate is "frequent" the Director HSQE may instigate further investigation.	Send information to Director HSQE at month end.

<i>Integrated Business Management System</i>		<i>Form for Accident, Incident Reporting & Investigation</i>	
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EVENT DETAILS			
DATE:	REF:		
LOCATION:		TIME:	
NAME OF PERSON INVOLVED			

BRIEF DESCRIPTION OF EVENTS: (Use Form C, if necessary for a more complete description)

IMMEDIATE CAUSES AND ANY SHORT TERM ACTIONS TO BE TAKEN:
 (Note any issues/actions which you think have wider implications)

ACTUAL EVENT CATEGORY: (✓) (see overleaf for guidance on categories)

A Major **B** Medium **C** Minor **D** Other

POTENTIAL EVENT CATEGORY: (✓) (accidents and high potential incidents)

A Major **B** Medium **C** Minor **D** Other

ESTIMATED FREQUENCY OF RECURRENCE: (✓) (based on your own judgement/experience)

Frequent Occasional Improbable
 (Several times per year) (Once every year at most) (Once a lifetime)

FURTHER ACTION REQUIRED: (✓) (see overleaf for guidance on action)

Formal Inquiry Investigation Completion of report form considered sufficient

Name:	Title:	Date:
Signature:		



EVENT DETAILS			
DATE:	REF:		
LOCATION:		TIME:	
NAME OF PERSON INVOLVED			

CAUSE DETERMINATION			
IMMEDIATE CAUSES:			
Substandard Actions	(√)	Substandard Conditions	(√)
1. Operating equipment without authority		1. Inadequate guards or barriers	
2. Failure to warn		2. Inadequate or improper protective equipment	
3. Failure to secure		3. Defective tools, equipment or materials	
4. Operating at improper speed		4. Congestion or restricted access	
5. Making safety devices inoperative		5. Inadequate warning system	
6. Removing safety devices		6. Fire and explosion hazards	
7. Using defective equipment		7. Poor housekeeping, disorder	
8. Using equipment improperly		8. Hazardous environmental conditions, gas dust smoke, fumes, vapours	
9. Failure to use protective equipment properly		9. Noise exposures	
10. Improper loading		10. Radiation exposures	
11. Improper placement		11. High or low temperature exposures	
12. Improper lifting		12. Inadequate or excess illumination	
13. Improper position for task		13. Inadequate ventilation	
14. Servicing equipment in operation		14. Inadequate standards	
15. Horseplay		15. None or another condition (state below)	
16. Under influence of alcohol and/or other drugs			
17. Non-compliance with standards			
18. None or another action (state below)			
Others:		Others:	
BASIC OR UNDERLYING CAUSES:			
Personal factors	(√)	Job Factors	(√)
1. Inadequate capability		1. Inadequate Leadership/Supervision	
2. Inadequate knowledge		2. Inadequate engineering	
3. Inadequate skill		3. Inadequate purchasing	
4. Stress		4. Inadequate maintenance	
5. Improper motivation		5. Inadequate tools/equipment	
6. None or another factor (state below)		7. Wear and tear	
		8. Abuse or misuse	
		9. None or another factor (state below)	
Others:		Others:	



FORM B

HSE CATEGORY OF EVENT: (✓) RIDDOR MAJOR INJURY RIDDOR LOST TIME INJURY RIDDOR DANGEROUS OCCURRENCE RIDDOR NOTIFIABLE DISEASE NOT REPORTABLE/NEAR MISS	COST OF EVENT:
ENVIRONMENTAL REPORTABLE	
What further measures do you recommend are taken (or have been taken) to prevent recurrence?	
What measures do you recommend be taken in the longer term to prevent recurrence of the underlying causes?	
MITIGATING FACTORS (e.g. where PPE reduced risk of injury):	

Investigating Manager's Name:	Signature:
Title:	Date/Time:
Employee's Representative Name:	Signature:



EVENT DETAILS

DATE:

REF:

LOCATION:

TIME:

NAME OF PERSON INVOLVED

FURTHER DETAILS OF EVENT: (complete if necessary to expand on information, for example sketches, names and addresses of witnesses, and append any photographs)

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