
INSULETICS LIMITED

HEALTH & SAFETY

ACCIDENT INVESTIGATION

Section HSAI
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Introduction

It is the policy of Insuletics Ltd to fully investigate all accidents / incidents in an attempt to establish whether a recurrence can be prevented, or its effects lessened by the introduction of safeguards, procedures, training and information or any combination of these.

Checklist

A defined procedure has been introduced for investigating all accidents / incidents however serious or trivial they may appear to be. Departmental Heads will use the H&S checklist form to ensure all the important details are collected.

Information obtained during the investigation is used to complete the Accident Report Form, by the Department Head / Supervisor, and forwarded to the Safety Advisor.

This document will be signed by the injured/involved party and also the Department Head /Supervisor, prior to being stored in the relevant file. The accident must also be entered into the Accident report book, which is located in the office.

Formal Reporting (RIDDOR)

Accidents must be reported to the Enforcing Authority using the F2508 RIDDOR Form, if any of the following conditions apply:

- If the accident resulted in a fatality.
- If the accident resulted in a major injury or condition.
- If the accident resulted in an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days.
- If the accident resulted in the injured party, becoming unconscious, needing resuscitation or remaining in Hospital for more than 24 hours.

On completion of this form the Safety Advisor will attach a copy to the relevant Accident Report Form and file them in the injured parties file.

Review

Accident reports will be categorised and statistics collected on a monthly basis, by the Safety Advisor in an attempt to collect meaningful information on the causes of accidents and trends.

The information will be entered into the computer, from which a series of data and graphs highlighting causes of accidents, type of injuries and number of accidents will be produced.

The information collected from these graphs will be analysed and discussed at the Health and Safety Committee meetings.