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Insuletics Ltd

HEALTH & SAFETY

Accident Reporting Procedure

Section HSA2

Issue 2

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Insuletics has established a procedure, which will be used when reporting an accident or incident. All employees are made fully aware of the procedure, which is as follows:

**Near Miss / Incident:**

- Report to Supervisor / Director
- Complete Accident / Incident Report Book

**Minor Injury:**

*Cut, bruise not requiring hospital assessment/treatment*

- Attend first aid representative
- Report to Supervisor /Director
- Complete Accident / Incident Report Book

**Serious Injury:**

*Injury requiring Hospital assessment / treatment*

- Attend first aid representative
- Report to Supervisor /Director
- Transferred to Hospital
- Complete Accident / Incident Report Book

**Extreme Injury:**

Injury where the emergency services are required

- Emergency services are contacted
- First aid representative contacted
- Fellow employee contacts Supervisor / Director
- Transferred to hospital by emergency services
- Departmental Director/Safety Advisor accompanies / follow to hospital
- Complete Accident Report Book at earliest possible date

**ALL ACCIDENTS MUST BE REPORTED AND RECORDED ON THE DAY THEY OCCURE; OTHERWISE THEY WILL NOT BE ACCPTED**