

Accident and near miss reporting and investigation procedure

Summary

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on Business Waste LTD. premises. It is the policy of Business Waste LTD. to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

Scope

This Procedure applies to all accidents and near misses that arise and are associated with work processes, activities and areas of work controlled by Business Waste LTD, or arise from activities undertaken by employees of the company in locations controlled by other parties.

Roles and Responsibilities

Health and safety and environmental management in the workplace is everyone's responsibility. However, there are specific roles and responsibilities. It is important that employees with specific occupational health & safety, and environmental, management responsibility are both aware of all the rules and regulations that apply to the company and advising the company as such by

- Referring to the **Legal and other requirements register** of Business Waste LTD
- Regularly reviewing sources of legislation (as per **the Legal compliance and other requirements procedure**)

The table below highlights the roles and responsibilities within the Business Waste LTD:

Roles and responsibilities table

Management System Element	Most Senior Manager	Health & Safety Manager	Employees
Occupational health & safety management system	Ensure • procedure is implemented, • any resources required are made available, • and be aware of the company's legal responsibilities.	Ensure: • maintenance and continual improvement of the system • monitoring of the effectiveness of this Procedure and report the results at the management review meeting.	Ensure they: • are aware of the company's health & safety management system and • their roles and responsibilities in relation to it.
Accident & near miss investigation and reporting procedure	Ensure: • procedure is implemented, • any resources required are made available, and • be aware of the company's legal responsibilities.	Ensure: • that the results of any investigation of an Accident are communicated to the individuals who were affected by the Accident; • reporting of Accidents that fall within the scope of the relevant rules and regulations.	Ensure they • identify and report accidents and near misses as soon as they occur • proactively and positively participate in the completion of an investigation of an Accident or Near Miss, where they are requested to do so.

Key Definitions

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined as follows:-

- **Accident:** any unplanned event that results in personnel injury or damage to property, plant or equipment.
- **Control Measure:** Any mechanism used to control risks and prevent accidents/incidents.
- **Hazard:** The potential of a material, activity or process (source) with a potential to cause injury and ill health.
- **Incident:** occurrence arising out of, or in the course of, work that could or does result in injury and ill health
- **Injury and ill health:** adverse effect on the physical, mental or cognitive condition of a person. The term “injury and ill health” implies the presence of injury or ill health, either on their own or in combination.
- **Near-miss:** an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits. Hazards can include sources with the potential to cause harm or hazardous situations, or circumstances with the potential for exposure leading to injury and ill health.
- **OH&S:** Occupational health and safety
- **OH&S opportunity:** circumstance or set of circumstances that can lead to improvement of OH&S performance
- **Risk Assessment:** A systematic method for identifying Hazards, assessing risks, identifying any control measures required and prioritising their implementation.
- **Risk Rating:** A qualitative measure of the risk identified that is used to determine the priority with which additional control measures need to be implemented to reduce the risk and the frequency with which a risk assessment should be reviewed.
- **Risk:** The effect of uncertainty. The likelihood of an accident occurring and its severity.
- **Workplace:** place under the control of the organization where a person needs to be or to go for work purposes

Reference should also be made to Clause 3 of ISO 45001:2018 Terms and definitions.

Accident Reporting

Accident and near miss register

All accidents must be recorded in the company's **Accident and near miss register**.

The Accident Register will be reviewed regularly (as a minimum annually in the Management Review) by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

Reporting Procedure

All accidents must be entered in the **Accident and near miss register** either by the injured person or, if this is not practical, someone else present at the time.

An **Accident and near miss report form** is to be completed by the same person who should then give the form to the Immediate Supervisor of the injured person.

The Immediate Superior must then:

- Note that the accident has occurred.
- Ensure that the **Accident and near miss register** has been correctly and fully completed.
- Immediately pass the Accident report form to the Compliance & Health & Safety Manager.

The Compliance & Health & Safety Manager will then:-

- Ensure that, where applicable, the requirements of all rules and regulations are met (as identified in the **Legal and other requirements register**).
- Add an entry to the **Non Conformance Continual Improvement Register**.
- Take the following actions:
 - Correct the issue as soon as reasonably possible, if possible
 - Undertake an investigation of the accident or near miss
 - Carry out root cause analysis
 - Take whatever corrective action to prevent future occurrences
 - In due time assess the effectiveness of the corrective action.
- Complete the **Accident and near miss report form** and retain as per the **Control of documented information procedure**.
- Update the **Accident and near miss register** and **Non Conformance Continual Improvement Register**.
- Ensure the report and register is reviewed by senior management.

Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the **Accident and near miss register**, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

Business Waste LTD takes the responsibility for notifying reportable accidents and near misses as per the **Legal and other requirements register**.

Monitoring and Review

All accident and near miss reports, investigations and the progress of any follow-up work is reviewed at management review meetings.