



Accident, Incident, Dangerous Occurrences and Diseases Reporting

VAIL-EHS-073

Affected Departments	
ALL	

	Role	Date
Originator	EHS Manager	03 May 2024
Reviewer	EHS Manager	03 May 2024
Process Owner	EHS Manager	03 May 2024
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ISSUE/REV NUMBER	SUMMARY OF UPDATE	DATE INCORPORATED
1.0	Initial Issue. Amalgamation of VAIL-SHE-028, Issue 1.0, dated 09/05/2018 & 2.ABM.HS.04, Rev 7, dated 20/05/2015	02/04/2020
1.1	Minor format changes & forms changes from HSS04, 04A & 04B to VAIL-EHS-073F01, F02 & F03.	10 Dec 2020
1.2	Updated to include reference to new near miss form VAIL-EHS-073F04	30 June 2022
1.3	Page formatting corrected. Page 1 title block corrected. NC #ENAEA-4-2020 refers.	31 May 2023
1.4	Updated to correct the document number of VAIL-EHS-073F01,F02,F03 and F04	03 May 2024

List of Abbreviations	
SHE	Safety, Health and Environmental
SHEF	Safety, health, Environmental and Fire
HSE	Health and Safety Executive
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
NCR	Nonconformity
OFI	Opportunity for Improvement

Reference Documents	
ISO45001	Clause 10.2 Incident, nonconformity, corrective action.
RIDDOR 2013	Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013
	Social Security (Claims and Payments) Regulations 1987
HSG 65	Managing for Health and Safety Management
HSG 245	Investigating Accidents and Incidents

Forms	
VAIL-EHS-073F01	Accident Reporting form
VAIL-EHS-073F02	Accident / Near Miss Investigation form
VAIL-EHS-073F03	Witness Statement
VAIL-EHS-073F04	Near Miss Incident Reporting Form

1.0. Purpose

- 1.1. VAIL has developed and will maintain plans and procedures to identify the potential for and responses to accidents, near misses and unsafe conditions and for preventing and mitigating the likely illness and injury, or negative environmental impacts that maybe associated with them.
- 1.2. The reporting process will enable Vector to ensure legislative compliance, produce statistical data and monitor trends.

2.0. Scope

- 2.1. This procedure covers the events defined below;
 - 2.1.1. Work Related Accident – when an employee is injured during the course of their employment and if any of the following played a significant role;
 - The way the work was carried out.
 - Any machinery, plant, substance or equipment used for the work.
 - The condition of the site or premises where the accident occurred.
 - 2.1.2. Accident – any unplanned event that results in injury or ill health of people to whom the company owe a duty of care, damage or loss of property, plant, and materials. It may also be an unplanned event that has a negative environmental impact.
 - 2.1.3. Near Miss – Any unplanned event that did not result in injury, illness or damage but had the potential to do so. It may also be an unplanned event that has had the potential to have a negative environmental impact.
 - 2.1.4. Unsafe/Dangerous Condition – Any condition, behaviour or procedure that has the potential to result in injury, illness or damage. It may also be a condition, behaviour or procedure that has had the potential to have a negative environmental impact.
 - 2.1.5. Reportable Injury – An injury that must be legally reported under RIDDOR as listed below;

Generally,

- The **death** of any person
- Injuries to workers, which result in their **incapacitation for more than 7 days.**
- Injuries to non-workers, which result in them, **being taken directly to hospital for treatment.**

- **Specified Injuries** to workers as listed below;

Specific Injuries,

- Medically verified **fractures** other than to fingers, thumbs and toes.
- Traumatic and medical amputations of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury that is diagnosed as causing a **visual impairment** in one or both eyes or is likely to lead to such.
- Any **crush injury** to the head or torso, causing damage to the brain or internal organs.
- Any type of **burn** that covers more than 10% of a person's body or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of **scalping** that requires hospital treatment.
- Any **loss of consciousness** caused by head injury or asphyxia.
- Any **other injury arising from working in an enclosed space**, which leads to hyperthermia or heat, induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

2.1.6. Reportable Disease – A disease that must be legally reported under RIDDOR as listed below;

- **Carpal Tunnel Syndrome**, where the person's work involves regular use of percussive or vibrating tools.
- **Cramp of the hand or forearm**, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm.
- **Occupational dermatitis**, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant.
- **Hand Arm Vibration Syndrome**, where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration.
- **Occupational asthma**, where the person's work involves significant or regular exposure to a known respiratory sensitizer.
- **Tendonitis or tenosynovitis**, in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.
- **Occupational cancers**, cases of cancer must be reported where there is an established causal link between the type of cancer diagnosed, and the hazards to which the person has been exposed through work.
- **Biological Agents**, all diseases and any acute illness needing medical treatment must be reported when it is attributable to a work-related exposure to a biological agent.

2.1.7. Dangerous Occurrence – An accident or near miss which could have led to serious injury or loss of life that must be legally reported under RIDDOR as listed below;

- **Lifting Equipment**, the collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
- **Pressure Systems**, the failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.
- **Overhead Electric Lines**, any plant or equipment unintentionally coming into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts or close proximity with such an electric line, such that it causes an electrical discharge.
- **Electrical Incidents Causing Explosion or Fire**, any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either results in the stoppage of the plant involved for more than 24 hours or causes a significant risk of death.
- **Biological Agents**, any accident or incident that results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- **Radiation Generators and Radiography**, the malfunction of: a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, which causes it to fail to de-energise at the end of the intended exposure period, or equipment used in fixed or mobile industrial radiography or gamma irradiation, which causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.
- **Breathing Apparatus**, the malfunction of breathing apparatus where the malfunction causes a significant risk of personal injury to the user or during testing immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use.
- **Scaffolding**, the complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height, any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use), any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.
- **Structural collapse**, the unintentional collapse or partial collapse of any structure, which involves a fall of more than 5 tonnes of material, or any floor or wall of any place of work arising from, or in connection

with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.

- **Explosion or fire**, Any unintentional explosion or fire in any plant or premises which results in the stoppage of that suspension of normal work in those premises, for more than 24 hours.
- **Release of flammable liquids and gases**, the sudden, unintentional and uncontrolled release inside a building of 100 kilograms or more of a flammable liquid; of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point; of 10 kilograms or more of a flammable gas, or in the open air, of 500 kilograms or more of a flammable liquid or gas.
- **Hazardous escapes of substances**, the unintentional release or escape of any substance, which could cause personal injury to any person other than through the combustion of flammable liquids or gases.

3.0. Responsibility

- 3.1. **All persons** involved in or witnessing any accident, near miss or unsafe condition, as described above at paragraphs 2.1.1. to 2.1.4, however trivial, is responsible for ensuring the matter is report to line management at the earliest opportunity on the day of the accident and by completing an electronic VAIL-EHS-073F01 (Accident) or VAIL-EHS-073F04 (Near Miss) reporting form. (Paper/printed off copies will not be accepted as they will not allow the notification process to take place).
- 3.2. **All persons** involved in or observing an event as described above at paragraphs 2.1.1. to 2.1.4 must take appropriate steps immediately to prevent further harm or damage, if it is safe to do so. This should be recorded in the “Corrective Action Carried Out” section of the form.
- 3.3. **All persons** involved in, observing an event or in attendance immediately after an event as described above at paragraphs 2.1.1. to 2.1.4, shall take appropriate measures to preserve the scene if a significant injury, damage or pollution has occurred. This shall be done after the requirements of paragraph 3.2 have been satisfied.
- 3.4. **Line Management** are responsible for ensuring all steps detailed at paragraphs 4.2 & 4.3 have been carried out satisfactorily.
- 3.5. **Line Management** are responsible for ensuring all forms submitted to them are suitably completed by the submitter and complete the management action to prevent recurrence section with action taken and suitable evidence. This should be done within 2 days of the event and submitted to EH&S electronically.

- 3.6. **EH&S Manager** and their team shall be responsible for the recording of the event, upon receipt of the completed form, in the current H&S Management Systems.
- 3.7. **EH&S Manager** shall be responsible for providing appropriately trained resources to carry out any investigations that may be required.
- 3.8. **EH&S Manager** and their team shall be responsible for collating and distributing incident data as required by the business.
- 3.9. **EH&S Manager** shall be responsible for ensuring all RIDDOR reportable occurrences are reported, and in a timely manner.

4.0. Action

- 4.1. All environmental incidents that actually cause a negative environmental impact shall be recorded on VAIL-EHS-073F01 as an accident.
- 4.2. All environmental incidents that had potential to cause negative environmental impacts, and unsafe conditions shall be recorded on VAIL-EHS-073F04 as a near miss.
- 4.3. All RIDDOR reporting shall be made through the HSE website starting at the following link;

<https://www.hse.gov.uk/riddor/report.htm>
- 4.4. **Use of VAIL-EHS-073F01 Reporting Form;**
 - 4.4.1. The VAIL-EHS-073F01 form should be opened and completed from the intranet home page, or local intranet forms pages, without saving to a separate drive as this enables the electronic form settings to automatically notify the line managers and the Union.
 - 4.4.2. The VAIL-EHS-073F01 form has mandatory sections, which are highlighted in red and must be completed to enable progression of the report.
 - 4.4.3. The Line Manager is automatically notified of the accident once the 'submit to Line Manager' button and the 'send' button on the automatically generated email is selected.
 - 4.4.4. The EH&S Department and the Union is automatically notified of all Accident reports once the Line Manager has selected the 'submit to EHS / Unite the Union button' and the 'send' button on the automatically generated email is selected.

- 4.4.5. On receipt in the GRP FL SHEF inbox, the information will be recorded for trend and statistical purposes. The report will be assigned to a member of the EH&S team for investigation, where appropriate. If no investigation is deemed necessary, the report will be closed.
- 4.4.6. If the injured person has departed from the site for treatment and/or rehabilitation at home or hospital, the line manager may be required to visit that person to complete the reporting form VAIL-EHS-073F01 accurately.

4.5. Investigations

- 4.5.1. All accidents greater than 1 day absence shall be investigated, accidents less than 1 day but greater than 1 hour will be reviewed and the final decision to carry out or not carry out an investigation will be made by the EH&S Manager.
- 4.5.2. All environmental incidents that cause pollution shall be investigated, unless they fall within the list of Annex A.
- 4.5.3. Accidents less than 1 hour will not be investigated that fall into Annex A requirements unless required by the EH&S Manager. See decision flow chart Annex B
- 4.5.4. Near Misses will be investigated if they have a potentially significant Health, Safety or Environmental impact, or any actions have been taken to prevent it's re-occurring by the line manager, to verify their effectiveness. The final decision will be made by the EH&S Manager. See decision flow chart Annex C.
- 4.5.5. Union safety representatives shall be invited to participate in investigations where personal injury has occurred and any other events at the discretion of the EH&S Manager.
- 4.5.6. Where investigation is at the discretion of the EH&S Manager, he shall take account of the nature of the occurrence/condition, incident trends, potential consequences, costs of damage, and any other appropriate reason.
- 4.5.7. Investigations may be recorded on form HSS04A, although other easily understood formats are acceptable providing full details of the investigator are recorded, date of commencement and completion are included and the investigation is signed by the investigator, or otherwise traceable to the investigator.

- 4.5.8. Witness statements may be recorded on form HSS04B, although other easily understood formats are acceptable providing full details of the witness are recorded and the statement is signed, timed and dated in the presence of the investigator.
- 4.5.9. Dependent upon findings of any investigation, Non Conformity Reports (NCR's) and Opportunities for Improvement (OFI's) shall be raised in Q Pulse, and effectively managed by the allocated owner.
- 4.5.10. Conclusions and summaries of any investigation may be shared with the affected person(s) and their line management. They may be shared with the Union Representative with the permission of the affected person(s).

4.6. **Records**

- 4.6.1. All records of completed VAIL-EHS-073F01 shall be copied to the current H&S management system and held for at least 5 years.
- 4.6.2. All records of investigations shall be held by the EH&S Manager and his team for at least 5 years, and copies provided for personal files if required.
- 4.6.3. All records of RIDDOR reports should be held in the affected person(s) HR personal file indefinitely.
- 4.6.4. Records of all NCR's and OFI's shall be held on Q pulse for at least 5 years, and copies provided for personal files if required.

4.7. **Performance**

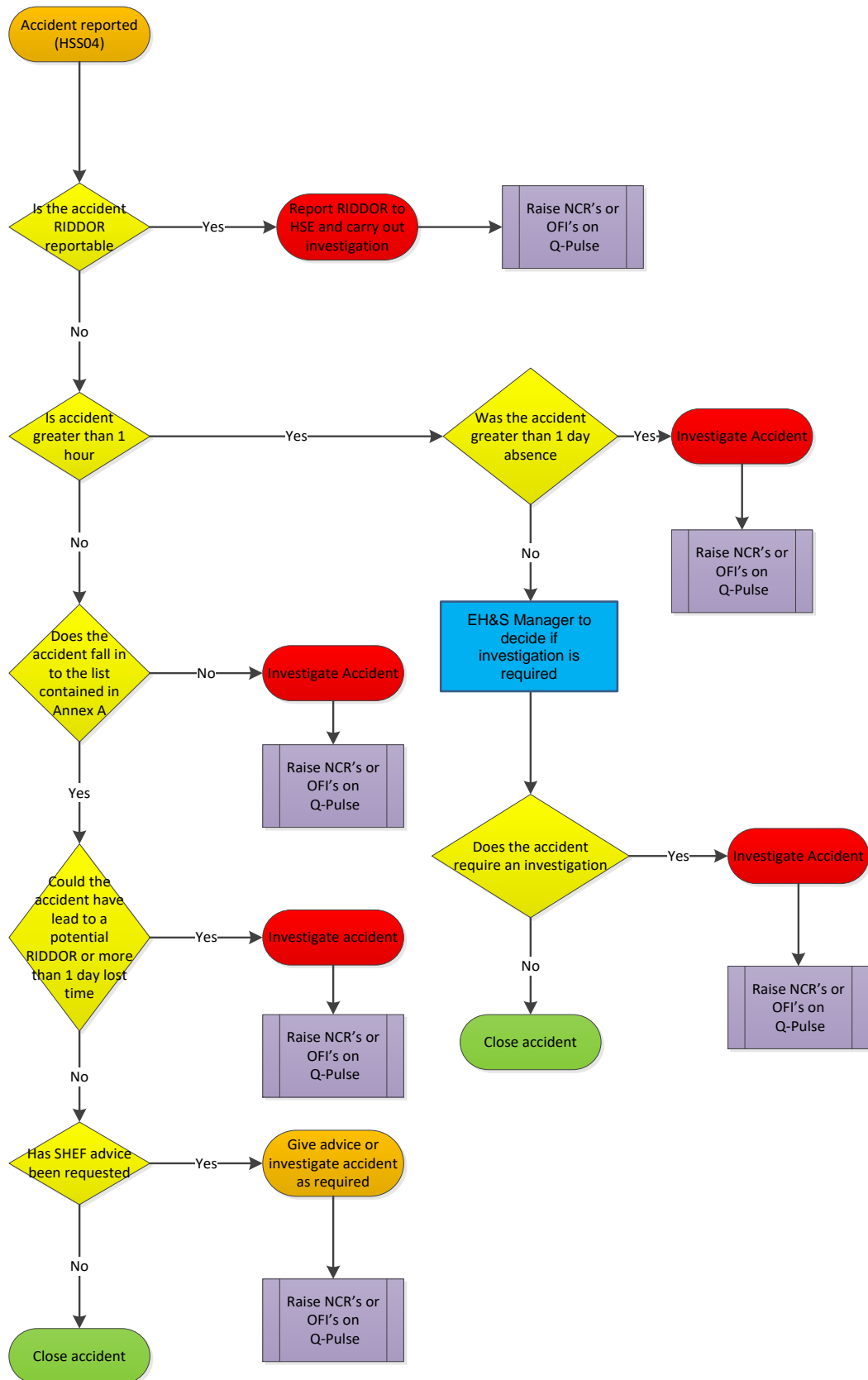
- 4.7.1. Compliance with this procedure may be subject to internal audit.
- 4.7.2. Compliance with ISO45001 shall be subject to audit by external audit.
- 4.7.3. Compliance with ISO14001 shall be subject to audit by external audit.
- 4.7.4. Data may be used to demonstrate performance against corporate objectives.

Annex A

Investigation is not normally required for the following;

- Minor injuries lost time less than 1 hour?
- Slip, trip or fall (minor)
- Vehicle incident (Minor knock)
- Manual handling (Minor injury i.e. Pulled muscle)
- Ergonomics (Minor injury)
- Sharps (cut by object) (Not involving machinery)
- Hit something stationary (Subject struck object) (Minor accident)
- Hand tools (injured whilst using)
- Minor escapes of oil or fuel from vehicles and equipment (Less than 1 litre)
- Spillages of any amounts of fluids that have no adverse impact on the environment.
- Environmental nuisances that have not been subjects of complaints from the public.
- Unsafe conditions that are clearly isolated incidents that have been physically removed by immediate corrective actions.

Annex B



Annex C

