
ACCIDENT & INCIDENT REPORTING PROCEDURE

Date Created	29.03.17	Revision	2
Created by	C McGrath	Review Date	March 2019
Department	HR		

Scope and Purpose:

Where any injury, ill health or incident has occurred to any person under the control of WZ Packaging Limited.

To ensure that accidents and incidents are reported, investigated and recorded correctly for the Company to meet its obligations and responsibilities under the Health & Safety at Work Act 1974 and the RIDDOR regulations 1995.

Key Responsibilities:

Management team



ACCIDENT & INCIDENT REPORTING PROCEDURE

It is the duty of all employees to report accidents/incidents to their immediate Team Leader/Manager as soon as they occur. These can be defined as any unplanned event, which gives rise to injury, ill health, property or plant damage or any other potential loss or near miss.

Reporting an Accident

1. Any accident involving injury must be reported immediately either by the injured person or First Aider to their Team Leader/Manager.
2. The details of the accident must be entered onto the Shift Reporting System (SRS).
3. If the accident is considered major, then the accident scene must be sealed off for investigation purposes.
4. Photographs will be taken and used during the investigation process.
5. The HR Manager will take statements from witnesses and from the injured person as soon as is practicably possible.
6. A full investigation will be undertaken by senior management to find out the cause of the accident to prevent it from re-occurring.
7. Should the accident be reportable under RIDDOR then a senior manager will inform the HSE.

Reporting an Incident/Near Miss

1. Any incident must be reported immediately to their Team Leader/Manager and a statement given to the HR Manager after which an investigation will take place.
2. All near misses must be reported via the Near Miss System on SRS.