

# ACCIDENT INCIDENT REPORTING PROCEDURE

## For SWS secondees, agency & consultant staff

### STEP 1 – IDENTIFICATION



- All Accidents
- Dangerous Occurrences
- Near Misses
- Anything from a cut finger to a fatality – must be reported to your Line Manager no matter how trivial you think they are!
- Once the injured person has been looked after, injured person or persons acting on behalf should complete the [007 F01 – Initial Accident Report Form](#) (Section A) and pass to Line Manager

### STEP 2 – CORE

- Safety or Employee Representative to be informed
- Line Manager must complete [007 F01 – Initial Accident Report Form](#) (Section B) then issue to your local Area H&S Adviser within 3 working days of an accident and a signed copy should then be sent to Mark Innes, H&S Technical Support
- If the person is absent for more than 3 working days, Line Manager with the Area H&S Adviser must complete a Form F2508 and issue to relevant enforcing authority with a signed copy sent to Mark Innes, H&S Technical Support

### STEP 3 – WHAT HAPPENS NEXT?

- The Line Manager with the Area H&S Adviser **MUST** assess and investigate **ALL** accidents
- Any resultant actions **MUST** be logged with a timescale for completion put against them.
- The details are recorded by the Health & Safety Department



### STEP 4 – INFORM

- Remember when you report an accident or incident this can only be reported to your Line Manager
- It is unacceptable to report an accident after the injured person has returned to work
- If you are not able to, get someone to do it on your behalf

### STEP 5 – REMEMBER

- Remember all accidents/incidents must be reported, even outside normal working hours
- If you require assistance please contact your local Area Health and Safety Adviser or e-mail [safe.solutions@scottishwatersolutions.co.uk](mailto:safe.solutions@scottishwatersolutions.co.uk)

Accident	Normal Working Hours	Outside Normal Working Hours
Fatality, Notifiable Injury or Specified Dangerous Occurrence	Immediately	Immediately
Other Injury	Same Day	Following Morning
Near miss or Other incident	Same Day	Following Morning



**Accident Reporting Procedure can be found on the Scottish Water Solutions Intranet:**

[007 – Accident Reporting](#)