

Reporting of Accidents, Incidents & Near misses

Toolbox Talk G22



Accidents are not always being reported to us and subsequently to the Principal Contractor. Accidents & near misses must be reported to us immediately. Even if the injury is minor at the time, this can later become a more serious injury or the next time the same accident occurs the consequences could be far more serious, for example:

1. An operative tripped over debris on site fell over and hurt his arm, he didn't report this to anyone on site, just left and went home. It later was found out that he had actually broken his arm. A few days later someone else tripped on debris on the same site and again suffered a fracture. If the accident was reported immediately the area could have been cleared, monitored to keep clean and tidy to prevent the second fracture occurring.
2. A board trolley wheel sheared off and resulted in trapping a man between the corner of the wall and 350 Kg of plasterboards. This was reported. The accident was investigated and measures put in place to prevent it happening again.

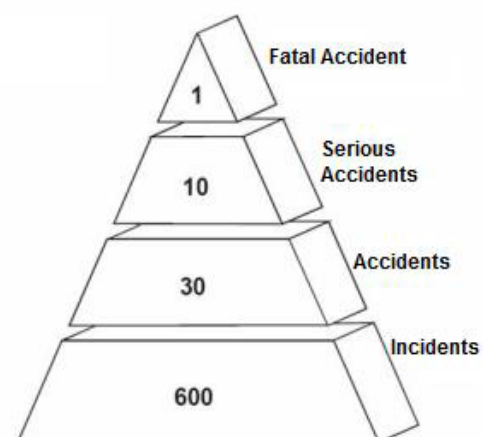
Reporting accidents that result in an injury is a legal requirement.

We want accidents and near misses reported so we can identify accident / near miss trends and to look at putting measures in place to minimise common accidents.

We also report the findings of accidents, near misses to everyone inside and outside our business, so we can all learn from each other's experiences.

If we cover accidents and near misses up we can't learn from them and prevent them happening again. We are not looking to point the finger or blame anyone but simply at preventing accidents from occurring.

This diagram shows that for every 600 near misses there is one fatality and 10 serious accidents. The more near misses we report the greater the chance of preventing or reducing the serious accidents and deaths.



If you have an accident or near miss please follow these steps

- Report this to your Supervisor immediately
- Where necessary get first aid treatment & / or hospital treatment.
- Either you or your supervisor make sure the accident/incident is entered into the on site accident book.
- Make sure the head office know about the accident/near miss and get a copy of the on site accident book entry

Finally...

It is worth remembering that if you do not report the accident and put it in the book immediately it could later be questioned as to whether it did actually occur during work time or not.

