ACCIDENT REPORTING POLICY

It is our policy to report all accidents, industrial diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. We will also record all injuries in the appropriate accident book, as required by the Social Security (Claims and Payments) Regulations 1979

The company representative is responsible for reporting all notifiable accidents to the enforcing authority

Employees must report all injuries to their supervisor/ line manager immediately after treatment.

The accident must be fully completed for all injuries incurred at work, however minor. An accident book is maintained in our main control room where all staff have been instructed to report to.

If, because of their injury, employees are incapable of making an immediate entry, then that entry must be made by their manager, first-aider or nominated person

Following any accident of any severity that requires treatment, the employee's manager will notify the company representative who will

- Complete an accident investigation report
- Notify the enforcing authority, if the accident is reportable

Following any accident of any severity that requires treatment, the employee's supervisor/line manager will take statements and retain any other documents related to the accident.

If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment.

Although it is not our legal duty, we will notify the enforcing authority of injuries to non-employee's, e.g. Contractors, if the injury takes place on our premises and we become aware of it

Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer's liability insurer.

Signed Dr Adnan Niazi (Managing Director)

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