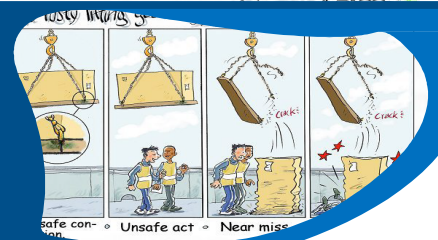


Toolbox Talk

Accident Incident & Near Miss Reporting



What?

- An accident is an unplanned, unexpected event that results in injury or ill-health
- An incident is a single distinct event that has caused or has the potential to cause damage to an organisation's business systems, facilities, or personnel.
- A near miss is an unplanned, unexpected event that does not result in injury or ill-health but sometimes causes property damage

Why?

- As part of our learning experience and ability to improve we need to investigate all incidents
 - We need to know about all incidents involving our employees and our contractors so that we can take suitable action
 - We need to establish the root cause so that we can identify the correct actions
- All incidents have two things in common - they all have:
- An outcome
 - Factors that cause the incident

Do



- Report all incidents as soon as possible after they occur
- Enter details of any accident in the site accident book
- Make sure your Manager/Supervisor has the details
- Inform your Manager/Supervisor if you need to leave site for treatment
- Participate in any subsequent investigation by giving all the facts
- Keep and show any evidence to help verify the facts
- Help by suggesting what should be done to prevent a recurrence

Don't



- Assume everyone who should know, knows!
- Ignore incidents which occur
- Assume people know you are absent from work following an incident
- Forget to obtain first aid treatment no matter how slight the injury
- Leave site without informing your Manager/Supervisor