

## **COMPANY ARRANGEMENTS FOR ACCIDENT REPORTING & INVESTIGATION**

### **ARRANGEMENTS FOR CARRYING OUT THE POLICY**

Electrical installation work is not normally dangerous but some operations can cause serious and permanent injury unless proper precautions are taken. To prevent accidents knowledge of hazards that cause accidents and procedures that will prevent accidents is required. Therefore risk assessments are undertaken in consultation with employees and sub-contractors. Employees and sub-contractors are required to take reasonable care to ensure that they do not endanger themselves or anyone else during their work activities and to co-operate with site managers.

David Smith will undertake spot check visits and investigate accidents and instigate action to prevent a recurrence. All accidents are to be reported to David Smith as soon as possible and recorded in the Accident Book.

Fatal or major injuries that result in 3 or more days off work will be reported to the HSE Incidence Centre via their internet form: [http:// www.riddor.gov.uk/info.html](http://www.riddor.gov.uk/info.html). The Incidence Centre will then post us a record indicating date, time and place of event, personal details of those involved and a brief description of the nature of the event or disease.

This policy will be reviewed annually.

***David Smith***

23<sup>rd</sup> December 2008.

Polarity Electrical Ltd

