



Accident Reporting Policy and Procedure

Policy Statement

Johnston Vulcanising and Services Ltd. is committed to providing a safe working environment and ensuring that all accidents, incidents, and near misses are reported, recorded, and investigated in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and other relevant UK legislation.

Scope

This policy applies to all employees, contractors, and visitors at Johnston Vulcanising and Services Ltd., including all quarrying and vulcanising activities, construction projects, sites, and offices in the UK.

Responsibilities

- **Senior Management:** Ensure overall compliance with accident reporting regulations, provide resources for effective reporting and investigation, and promote a culture of safety.
- **Health and Safety Officer:** Oversee the accident reporting process, ensure timely and accurate reporting, and conduct thorough investigations.
- **Managers and Supervisors:** Ensure that all accidents, incidents, and near misses within their areas of responsibility are reported and investigated promptly.
- **All Employees and Contractors:** Report any accidents, incidents, or near misses immediately and cooperate with any subsequent investigations.

Procedures

1. **Immediate Action**
 - Ensure the safety of all personnel and provide first aid if necessary.
 - Secure the area to prevent further incidents and preserve evidence for investigation.
2. **Reporting an Accident**
 - All accidents, incidents, and near misses must be reported to a manager or supervisor immediately.
 - The manager or supervisor must notify the Health and Safety Officer as soon as possible.
3. **Recording the Incident**
 - Complete an Accident Report Form detailing the incident, including the date, time, location, persons involved, and a description of what happened.
 - Ensure the report is signed by the person reporting the incident and the supervisor or manager.
4. **Investigation**
 - The Health and Safety Officer will lead the investigation to determine the cause of the incident and identify any underlying factors.



- Collect statements from witnesses, review relevant documentation, and examine the incident site.
 - Prepare an investigation report with findings, conclusions, and recommendations for preventing future incidents.
- 5. RIDDOR Reporting**
- If the incident is reportable under RIDDOR, the Health and Safety Officer will ensure that the incident is reported to the Health and Safety Executive (HSE) within the required time frame.
 - Reportable incidents include work-related deaths, specified injuries, over-seven-day injuries, occupational diseases, and dangerous occurrences.
- 6. Follow-Up Actions**
- Implement any corrective actions or recommendations identified during the investigation.
 - Communicate findings and recommendations to all relevant personnel to prevent recurrence.
 - Monitor the effectiveness of implemented measures and review them as necessary.
- 7. Documentation and Record Keeping**
- Maintain a record of all reported accidents, incidents, and near misses, including investigation reports and any follow-up actions.
 - Ensure that records are kept for at least three years in compliance with legal requirements.
- 8. Training and Awareness**
- Provide training for all employees and contractors on the importance of accident reporting and the correct procedures to follow.
 - Regularly review and reinforce the importance of reporting and investigating incidents through safety meetings and communications.

Commitment

Johnston Vulcanising and Services Ltd. is dedicated to maintaining a safe and healthy working environment by ensuring that all accidents, incidents, and near misses are reported, recorded, and investigated promptly and thoroughly.

Contact

For any questions or concerns about this policy, please contact Aaron Johnston by email at Aaron@jvsuk.co.uk or call 07495 376466.