

Committee:	Safety Committee	Agenda Item No.:	9.
Date:	23 <sup>rd</sup> September 2008	Category	
Subject:	Accident Reporting and Investigation Policy and Procedure	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

## **RELEVANT CORPORATE AIMS**

**Strategic Organisational Development:** - continually improving our organisation. By identifying and investigating workplace accidents we uncover a root cause, which in turn enables us to take action to control the risks which cause accidents. Thereby reducing the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

**Customer Focussed Services:** - providing excellent customer focussed services. By identifying and managing risks to employees, tenants, service users, contractors and members of the public, the likelihood of them suffering an accident, incident, illness, damage to property or an interruption to services is reduced.

**Community Safety:** - By investigating accidents which involve members of the community which arise from our activities, we uncover root causes, which in turn enables us to take action to control the risks which cause accidents. Thereby reducing the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

Active management of health and safety risk reduces the cost of providing services, by getting it right first time more often, with no accidents, incidents or interruption to services.

## **TARGETS**

The Policy does not contribute specifically to any targets specified in the Corporate Plan.

## **VALUE FOR MONEY**

By complying with legislation and best practice and proactively managing risks we will help to control the risk of financial loss, service interruption and help avoid the costs of prosecution, compensation claims and increased insurance premiums.

## **THE REPORT**

The Policy and guidance are designed to help the council carry out its duties under the Health and Safety at Work Act etc.1974 and the Reporting of Injures Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

Responsibilities of all levels of employee are outlined on page 49.

Procedure and responsibility for reporting and carrying out the initial investigation by line management is described on page 50.

The requirement and procedure for reporting 'reportable' accidents diseases etc. by the Health and Safety Officer is outlined.

Work related 'diseases' (some of which are not medically diseases but some other condition) ill health and Dangerous Occurrences are defined, and a list of statutory 'Dangerous Occurrences' which might occur under our jurisdiction are included at page 51.

General guidance for managers on accident investigation is included at page 52.

Links to electronic versions of the accident report form and violence at work report form are included.

### **ISSUES FOR CONSIDERATION**

The Accident Reporting and Investigating Policy and Procedure.

### **IMPLICATIONS**

**Financial** : Reducing the risk of incurring loss from subsequent business interruption, reducing the risk of incurring compensation, legal prosecution and increased insurance costs.

**Legal** : Compliance with the Management of Health and Safety at Work Regulations 1999

**Human Resources** : Reduction in lost time and sickness absence due to accidents and ill health.

### **RECOMMENDATION**

**That the Accident Reporting and Investigation Policy and Procedures is considered and referred to Council for adoption.**

ATTACHMENT: Policy and Procedure

FILE REFERENCE:

SOURCE DOCUMENT: