## **TOOLBOX TALK #2**



### **Accident Reporting & Investigation**

**Prepare**: Quiet location? No distractions? Talk aids ready?

**Reason**: To highlight the importance of accurate accident

investigation and prompt accident reporting.

**Why:** Establishing why accidents occur and examining their

effects can help to prevent them from being repeated.

Outline: This talk will cover reporting and recording

procedures.



NOTES

#### **Accident Reporting**

- Health and safety law requires that the following types of accident are reported to the HSE:
  - Fatalities and major accidents.
  - Injuries resulting in more than 3 days off work or inability to carry on with normal work.
  - Dangerous occurrences.
- By receiving such accident reports the HSE can establish accident trends, highlight areas of weakness and effectively target preventative measures.
- All persons on site must ensure that all accidents, no matter how minor, are recorded in the site Accident Book.
- In the future you may want to establish a link between a current health problem and a previous accident to claim compensation
- Accidents to members of the public arising out of site activities must also be reported.

Q: What action should you take if you witness an accident to another person?

Q: Why is it important that all accidents are recorded in the Accident Book?


# **TOOLBOX TALK #2**



NOTES

## **Accident Reporting & Investigation**

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Accident Investigation	
Your employer has a duty to thoroughly investigate all accidents to establish the cause	
and prevent recurrence.	
The HSE will also investigate fatalities and other serious accidents.	
If you are involved in an investigation:	
<ul> <li>Listen carefully to the questions and remain calm.</li> </ul>	
<ul> <li>State honestly what you saw or heard.</li> </ul>	
<ul> <li>Do not be afraid to say when you do not know an answer.</li> </ul>	
Remember that the reason for the investigation is	
to prevent the accident happening again.	
Q: Who should be informed in your company	
if an accident has just occurred?	
Q: Why is it important that you fully co-	
operate with someone who is carrying out an investigation into an accident?	
Do you have any questions for me?	
Sources HSE - When and how we investigate; Investigating	
accidents and incidents - HSE Accident investigation - HSE	

**NOTE TO SUPERVISOR:** Now inform those present of the location of the Accident Book and the company procedure for recording and investigating accidents.