

ACCIDENT REPORTING

Section 1: Purpose

The purpose of this Procedure is to provide an outline as to how USSL records details of every accident, incident, hazard and near miss.

Section 2: Scope

This procedure applies to all USSL operations, employees and associated service providers whilst working on behalf of the company either at their nominated work location or in some circumstances whilst working at other locations such as Remote works, Client locations, Home etc. This document does not take into account the production of KPI measures.

Section 3: Legal and Other Requirements

The following requirements (Legal and Other) are relevant to this procedure:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- RIDDOR
- The (Construction) Design and Management Regulations
- INDG163 (Rev 1) Five Steps to a Risk Assessment
- USSL Operating and Company Procedures
- Clients Procedures where relevant

Section 4: Definitions

Manager – The person responsible for the day to day management of business, contract or department

Hazard – Anything with the potential to cause harm (e.g. Physical Hazards, Biological Hazards, Chemical Hazards, Workplace Hazards)

Risk – The likelihood for the hazard to cause Harm

Safe System of Work - An agreed laid out procedure identifying hazards and risk controls that must be implemented

Reasonably Practicable – The balance between the overall risk and associated costs to control those risks

Section 5: Reporting

USSL require all Health, Safety & Environmental Accidents, Incidents, Near misses, Unsafe Acts & Hazards to be reported to head office as soon as possible after the event taking place or at least within 24 Hrs of the event. On receipt of the initial report the manager responsible for HS&E will initiate an investigation, the level of which will be determined by the severity of the event. In the event of the incident being reportable to the enforcing authorities (HSE, EA etc.) under such regulations as RIDDOR then the manager responsible for HS&E will do so in the allotted timescales under the regulations. USSL will adhere to any client and accreditation body requirements in relation to the reporting and investigation of Events. In light of this it may mean slight deviations from this procedure.

Reports will be documented on the following forms:

- Incident Report Form

To assist the completion of the above the following documents are available to assist:

- Witness Statement Form

Section 6: Investigation / Panel of Enquiry

For all accidents and incidents an investigation will be carried out by the manager responsible for HS&E in conjunction with an independent senior manager (Company Directors / Senior Operations Manager). The person undertaking an investigation or leading a panel of enquiry will have sufficient knowledge or experience to undertake these duties.

The panel will comprise of all those involved in the incident and appropriate levels of management. If the incident affects client systems and equipment, then the relevant client will be invited to attend the enquiry.

The purpose of the enquiry will be to establish the root cause of the incident and to recommend any corrective action which will minimise the risk of a further similar incident.

The findings of the enquiry will be presented in the form of a report which the management team of the company will implement and communicate to all staff.

Records of all investigations and communications following the enquiry will be maintained. The senior management will ensure that all risks associated with the company's activities (Routine, None routine, processes, facilities, substances and equipment) are identified and suitably documented within the company's management system or for Business Risks on the company's business risk register.

Section 7: Remedial Action

Once established any remedial actions will be logged on the Improvement Note system and monitored by the senior management team across the business so as to ensure learning from all events is circulated. In addition to any remedial action a safety alert / safety bulletin will be produced outlining the events leading up to the event and the circumstances surrounding the event outlining any shortfalls.

Section 8: Review / Incident / Risk Assessment / Method Statement

On a regular basis minimum quarterly the senior management team will get together and review the following.

- Any events for the period
- The progress throughout the business in the closure of remedial actions
- Risk assessments associated with the events
- Method statements associated with the events
- Any best practice that came out of the events

The results of such reviews will be circulated via the companies HSE notice board.

Section 9: Supporting Documentation

Incident Report Form

Witness Statement Form

Section 10: Document History

October 2016	Initial Draft
July 2018	Updated with new branding
February 2019	annual check