



Subject: Accident Reporting

Tool Box Talk No.:006

If you are injured at work, you must report the accident to your employer as soon as you can. And ensure the report is entered in the Accident Book or by whatever arrangements are agreed on site. The prompt reporting of an accident or incident may well result in saving a life.

Your co-operation is therefore very important. If there is an accident / incident at your work place, help by:-

- Making sure that, where necessary, first aid assistance is called immediately.
- Seeing that it is reported without delay to your supervisor, even when no person has been injured or plant damaged.
- Ensuring, in the case of serious personal injury, that the accident site is left undisturbed until clearance is given by your supervisor.
- Ensuring that any items which may assist in the accident investigation (e.g. damaged slings, broken abrasive wheels) are retained and passed to your supervisor.

Minor accidents can lead to death, as one case of treading on a nail did. This occurred because the person suffered from diabetes and did not report it. By the time he went to hospital the problem was so serious that they had to amputate his leg. Whilst undergoing the operation he died.

Accident investigations will be held to review accidents, major injuries and dangerous occurrences with the intention of helping to prevent similar occurrences.

Remember near misses are accidents that did not result in injury – you might not be so lucky the next time so report anything that you think could cause injury or harm.



