

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.

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



TOOL BOX TALK RECORD SHEET

COMPANY:			
SUBJECT OF TOOLBOX TALK:			
NAME OF PERSON DELIVERIN	IG TOOLBOX TALK:		
TIME:DATE	:l	OCATION:	
NOTE ANY QUESTIONS ASKEE	D BY STAFF DURING	TOOL BOX TALK	:
			THE INFORMATION PROVIDED.
IF YOU ARE IN ANY DOUBT O			
PLEASE ASKED THE PERSON D	DELIVERING THE TA	LK TO EXPLAIN M	IORE FULLY.
PLEASE PRINT YOUR NAME	JOB DESCRIPTION	l	SIGNATURE
	1		

PLEASE PRINT FOUR INAIVIE	JOB DESCRIPTION	JIGNATURE

SIGNATURE OF PERSON DELIVERING TOOL BOX TALK:

