

Darwen Electrical Services Limited

Doc Title: Accident & Incident Investigation Policy

Doc No: DES-POL-2004 Revision.. 1.0

Accident & Incident Investigation Policy

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, incident or near miss on Darwen Electrical Services Ltd premises. It is company policy to identify and investigate unplanned losses (accidents), their source and their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported in accordance with this policy.

Accident Books

All accidents must be recorded in the company's accident book. All accident book entries will be reviewed monthly at the management review meetings to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported via the near miss register and reviewed at the management review meetings, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure:- Employees

1. All accidents must be reported to the Associate Director either by the injured person or by the first aider that dealt with the incident.
2. The Associate Director will then.
 - Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.
 - Complete Part II of the Company Accident Report form, recording the findings of the subsequent investigation.
 - Discuss the accident and the contributory factors with the CEO.
 - Report findings and, if necessary, instigate any disciplinary proceedings.
3. The Associate Director will then.
 - Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

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Reporting Procedure - Visitors/Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the Darwen Electrical Services Ltd premises must report the incident immediately to the person responsible for them on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

The Company takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; therefore, the CEO must be informed immediately.

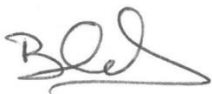
Summary

All personnel on site must report accidents and near-miss incidents whilst working on behalf of the company.

The four most important steps are.

- * Ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- * Remove residual hazards that may pose a risk to others.
- * Cordon off the undisturbed scene of a serious incident pending investigation.
- * Notify Darwen Electrical Services Ltd Management of incapacity for work that results from an injury sustained during a work activity.

Signed: B. Gavahan, Group CEO



Date: 14 / 06 / 2024



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