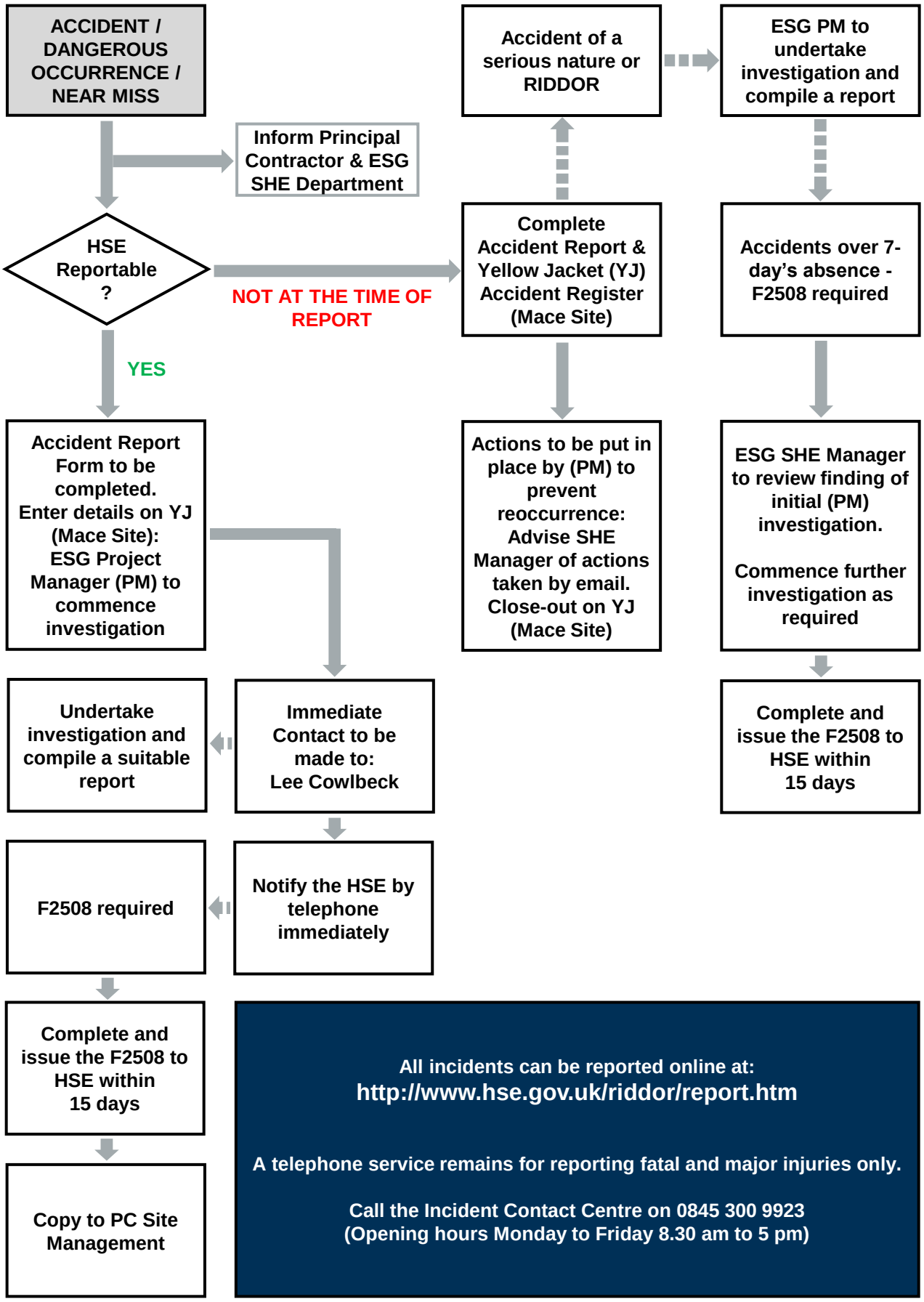
ACCIDENT / DANGEROUS OCCURRENCE / NEAR MISS
Inform Principal Contractor & ESG SHE Department
HSE Reportable ?
NOT AT THE TIME OF REPORT
YES
Accident Report Form to be completed. Enter details on YJ (Mace Site): ESG Project Manager (PM) to commence investigation
Undertake investigation and compile a suitable report
Immediate Contact to be made to: Lee Cowlbeck
F2508 required
Notify the HSE by telephone immediately
Complete and issue the F2508 to HSE within 15 days
Copy to PC Site Management
Complete Accident Report & Yellow Jacket (YJ) Accident Register (Mace Site)
Actions to be put in place by (PM) to prevent reoccurrence: Advise SHE Manager of actions taken by email. Close-out on YJ (Mace Site)
Accident of a serious nature or RIDDOR
ESG PM to undertake investigation and compile a report
Accidents over 7-day's absence - F2508 required
ESG SHE Manager to review finding of initial (PM) investigation.
Commence further investigation as required
Complete and issue the F2508 to HSE within 15 days
All incidents can be reported online at:
http://www.hse.gov.uk/riddor/report.htm
A telephone service remains for reporting fatal and major injuries only.
Call the Incident Contact Centre on 0845 300 9923
(Opening hours Monday to Friday 8.30 am to 5 pm)