

WORKPLACE ACCIDENT REPORTING PROCEDURE:

WORKPLACE ACCIDENT REPORTING PROCEDURE:

1. ASSESS THE SITUATION:

- Ensure your own safety and the safety of others at the accident scene.
- If necessary, administer first aid or call emergency services for immediate medical attention.

2. SECURE THE AREA:

- If it's safe to do so, secure the accident scene to prevent further injuries or damage.
- Use warning signs, cones, or barriers to cordon off the area.

3. NOTIFY SUPERVISOR OR MANAGER:

- Report the accident to your immediate supervisor or manager as soon as possible.
- Provide a brief overview of the situation and any immediate actions taken.

4. SEEK MEDICAL ATTENTION:

- If the accident involves injuries, ensure that the injured person receives prompt medical attention.
- Follow any emergency response or first aid procedures in place.

5. DOCUMENT DETAILS:

- Collect and document relevant information about the accident:
- Date, time, and location of the incident.
- Names and contact information of individuals involved.
- Names of any witnesses.
- Description of the incident, including the sequence of events.

6. COMPLETE AN ACCIDENT REPORT FORM:

- Most workplaces have an accident report form. Fill out the form accurately and provide all requested information.
- Include details about the nature of the injuries, damages, or near misses.

7. SUBMIT THE REPORT:

- Submit the completed accident report form to the appropriate person or department, such as the safety officer or human resources.
- Keep a copy for your records.

8. COOPERATE WITH INVESTIGATION:

- If an investigation is initiated, cooperate fully with the designated personnel.
- Provide any additional information or clarification as needed.

9. IMPLEMENT CORRECTIVE ACTIONS:

- If the investigation reveals safety hazards or issues, work with relevant parties to implement corrective actions.
- Ensure that measures are taken to prevent similar incidents in the future.

10. COMMUNICATE WITH EMPLOYEES:

- Communicate the key findings of the investigation and any changes in procedures or policies to all employees.
- Emphasize the importance of safety and encourage reporting of hazards or near misses.

11. REVIEW AND UPDATE SAFETY PROTOCOLS:

- Periodically review and update workplace safety protocols based on incident reports and feedback.
- Use lessons learned to continuously improve safety measures.

Remember, the specific procedures may vary depending on the severity of the situation. It's essential to follow these established protocols and guidelines for reporting accidents.

Employee/ Sub-contractor:Fibre Network Group Director: **R. Donnelly****Date****29/10/2323**