

Introduction

SMW Building Solutions Ltd is committed to ensuring the health, safety, and welfare of all employees, contractors, and visitors. All accidents, near misses, and serious health and safety concerns occurring on any SMW Building Solutions sites must be reported to management. This enables proper documentation, investigation, and compliance with legal obligations under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Prompt reporting also ensures that any serious concerns can be addressed immediately, reducing the risk of future incidents.

1. Objectives

The objectives of SMW Building Solutions accident reporting policy are to:

1. Ensure that all accidents and near misses are reported immediately and investigated as soon as is reasonably practical to prevent any further occurrences.
2. Enable management to act promptly on any serious concerns that are reported to implement preventative measures.
3. Ensure compliance with the HSE regulations, RIDDOR and other relevant industry standards.

2. Roles and responsibilities

SMW Building Solutions management will take all reasonable steps to prevent injury and ill health and protect individuals from Hazards at work by:

- Ensuring employees and contractors are aware of the accident reporting policy.
- Ensure that all serious concerns are actioned as a matter of urgency to provide a safe working environment.
- Reporting all RIDDOR-reportable incidents to the relevant authorities.
- Reviewing the accident reporting policy regularly and updating it in line with changes in legislation or working practices.

Employees and contractors must comply with the accident reporting policy by:

- Reporting any accidents or near misses immediately to management by completing an accident reporting form.
- Reporting any serious Health & Safety concerns by completing the same accident reporting form.
- Cooperate fully with any investigation.

3. Procedures

Reporting an Incident

If an accident or near miss occurs:

- It must be reported immediately using the Accident Reporting Form.
- The scene should be secured to allow for investigation.
- If an injury has occurred, appropriate medical attention must be sought.
- The form should be completed by the injured person, a witness, a contractor, or the first aider.
- The completed form must be forwarded to management without delay.

Investigation

Upon receiving the report, management will:

- Investigate the incident as soon as reasonably practicable.
- Identify root causes and implement additional control measures where appropriate.
- Report the incident to regulatory authorities if required under RIDDOR

Schedule A:**Accident Reporting Form**

Company name	SMW Building Solutions Ltd				Date of Report:		
Work related Injury:		Near Miss:		Concern:			
Name:					Supervisor name:		
Status (tick):	Employee:		Contractor:		Visitor:		Other (specify:)
Location of Incident:				Date of incident:			Time of incident:
Witness (if any)							
Description of incident							
What is the nature and extent of the injury, near miss or concern?							
Has remedial or preventative action been undertaken?							
Was medical treatment necessary?				Yes/ No (If Yes Name of Doctor Surgery/Hospital)			
Reported to:							