

Incident Action Guide

ACTION FOLLOWING INCIDENT	YOUR IMMEDIATE ACTION					COUNCIL ACTION WITHIN 24 HOURS			COUNCIL SUBSEQUENT ACTION		
	ATTEND TO INJURED SAFELY	MAKE ACCIDENT SCENE SAFE	CORDON AREA IF POSSIBLE	REPORT TO SUPERVISOR/LINE MANAGER	REPORT TO HEALTH & SAFETY MANAGER (HSM) Mobile No 07979 293237	SUPERVISOR/MANAGER REPORTS TO DIRECTOR	HSM TO REPORT TO HSE (IF REQUIRED)	INCIDENT REPORT COMPLETED AND SENT TO HSM	LINE MANAGER/SUPERVISOR CARRY OUT INVESTIGATION IN CONSULTATION WITH COLLEAGUES	HSM TO SEND F2508 TO HSE WITHIN 10 DAYS (IF REQUIRED)	REPORT ENTERED ONTO DATABASE
SERIOUS INJURY REQUIRING IMMEDIATE PROFESSIONAL MEDICAL ATTENTION	✓	✓	✓	☎	☎	☎	☎	✓	✓	✓	✓
SERIOUS INCIDENT BUT NO INJURY DANGEROUS OCCURRENCE, POTENTIAL FOR MAJOR DAMAGE FIRE OR SPILLAGE OF RELEASE		✓	✓	☎	☎	☎	☎	✓	✓	✓	✓
INCIDENT CAUSING INJURY AND ABSENCE FROM WORK	✓	✓		☎	☎	☎	☎	✓	✓	✓	✓
MINOR INCIDENT, CAUSING CUTS AND BRUISES NO ABSENCE FROM WORK	✓	✓		☎				✓	✓		✓
MINOR INCIDENT – NO INJURY NEAR MISS		✓		☎				✓	✓		✓
ROAD TRAFFIC ACCIDENT WHERE INJURY OCCURS		✓		☎	☎	☎	☎	✓	✓	✓	✓
ROAD TRAFFIC ACCIDENT NO INJURY TO ANYONE		✓		☎					✓		✓

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