

Reference	ERG CPR 007
Version	1
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Approved	MD

Elite Recruitment Group Limited

Accident and Incident Reporting

Purpose

This procedure provides documented information on the steps taken by the Elite Recruitment Group when there is an incident or accident. The nature of the work undertaken by the group can be high-risk so it is paramount that there is an established procedure for reporting incidents when/if they occur.

Scope

This procedure applies to all limited companies within the Elite Recruitment Group:

Aggreycycles LTD, Elite Civils LTD, Elite Fleet LTD, Elite Traffic Management Recruitment LTD.

Responsibilities Elite Recruitment Group Senior Management

- Ensure the effective implementation of this procedure
- Allocating sufficient resources to ensure the effective reporting of incidents and accidents
- Monitor the overall effectiveness of this procedure
- Ensure subordinate staff have a clear understanding of this procedure

Elite Recruitment Group Management and Coordinators

- Collecting details of incidents when they occur
- Issuing witness statements
- Ensuring operatives are aware of this procedure
- Closing incidents out when they occur
- Assisting in investigation of accidents and incidents
- Implementing the corrective actions suggested by the HSEQ Manager

Site Operatives/Office Staff

- Providing clear and accurate information to management when an incident occurs
- Populating accident/incident forms and witness statements when an incident occurs
- Following safe systems to decrease the likelihood of accidents and incidents occurring

HSEQ Manager

- Assisting in the investigation of accidents and incidents
- Identifying root causes of incidents once information is presented
- Identifying trends in the causes of incidents
- Suggesting corrective and preventive action
- Assisting in closing out investigations

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Accident and Incident Reporting

Definitions and abbreviations

AGG: Aggreccycles

EC: Elite Civils

EF: Elite Fleet

ETM: Elite Traffic Management Recruitment

SMT: Senior Management Team

Procedure

Reporting a near miss

In the event of a near miss (either on site, on the way to or from work or in the office), those involved and/or those witness to the near miss must complete an 'Accident and Incident' form. These are stored on the Elite App which all office staff and operatives have access to.

The HSEQ Manager receives a form including a description of the occurrence and can then suggest actions to prevent a reoccurrence.

Reporting an accident/incident

In the event of an accident (either on site, on the way to or from work or in the office), those involved and/or those witness to the accident must complete an 'Accident and Incident' form on the Elite App.

The HSEQ Manager will be made aware of the accident in receiving this form. To be sure that action can be taken, operatives must also inform their manager of the accident as soon as possible.

If more than one person was witness to this, other witnesses should be contacted by the appropriate manager and asked to complete a witness statement.

Accident/Incident Classifications

- A Fatality
- B Specific Injuries to workers
- C Work Related Injuries – over seven days
- D Non-Fatal Injuries to non-workers
- E Reportable Diseases
- F Reportable Dangerous Occurrences
- G Work Related Injuries – three to six days
- H Minor Injury – less than three days
- I Minor Injury – no lost time
- J No injury / no time lost or near misses

The nature of the accident/incident is recorded on the accident/incident form along with the following information:

- Time off due to injury
- Immediate cause
- Body part effected
- Injury type

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- First aid given
- Root cause
- Description of events

Escalation following the report

Once the report has reached the HSEQ Manager, a decision is made on what further action is required. For all incident classifications excluding 'J' an investigation is required and must be performed by the affected staff's management with the assistance of the HSEQ Manager.

This is completed using the accident/incident investigation report and requires a clear and chronological account of the events that took place leading up to and after the incident occurred.

Supporting evidence should be enclosed within the investigation folder of the specific incident and referenced within the report.

Preventive and Corrective Action

Within the investigation report, there is space to record the immediate and root causes and the actions taken to contain the incident and prevent a reoccurrence.

Once preventive and corrective actions have been recorded, responsibilities must be allocated to ensure the corrective action takes place with target dates and signatures for closing out.

The HSEQ Manager keeps a record of all incidents on a central register to use for lesson learning and to discuss in management reviews to ensure planning from SMT can target a reduction in accidents and incidents.

Further Escalation

ERG are bound by *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* and must report certain incidents to the HSE as and when they occur.

For the exact details on RIDDOR reportable occurrences, please refer to the link below:

[Reportable incidents – RIDDOR – HSE](#)

The incident must be reported to HSE within 10 days of occurrence.

A full account of HSE guidance on reporting accidents and incidents at work is linked below:

[Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\) INDG453 \(hse.gov.uk\)](#)

Approved by: Managing Director Jordan Shepherd Date: 17/04/2023

Jordan Shepherd

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