

GUIDANCE NOTES – RIDDOR REPORTING

Death or Major Injury

If there is an accident connected with work and an employee, or a self-employed person working on Company premises is killed or suffers a major injury (including as a result of physical violence), OR a member of the public is killed or taken to hospital, then the Company will notify the enforcing authority without delay (eg by telephone). Within ten days a completed accident report form (F2508) will be sent to the enforcing authority (but see 'Accident Reporting Telephone Line' on the previous page).

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (permanent or temporary).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over Three Day Injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on Company premises, suffers an over three-day injury a completed accident report form (F2508) will be sent to the enforcing authority within ten days (but see 'Accident Reporting Telephone Line' on the previous page). An over three-day injury is one which is not a major injury but results in the injured person being away from work or unable to do their normal work for more than three days (including non-work days).

Occupational Disease

If a doctor notifies an employee that he/she suffers from a reportable work-related disease then a completed disease report form (F2508A) will be sent to the enforcing authority. A full list is included with the pad of report forms and in the guide to the Regulations, or the local Health and Safety Executive will be contacted to confirm if the disease is reportable.

Reportable diseases include:

- Certain poisonings
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including; occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.

- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (eg by telephone) to the enforcing authority. A full list is included with the pad of report forms and in the guide to the Regulations, or the local Health and Safety Executive will be contacted to confirm if the event/incident is reportable.

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipe-work.
- Failure of any freight container in any of its load bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Failure of any load bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- A dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work.
- Explosion of fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building or; 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substance if the release is in the open air.
- Accidental release of any substance which may damage health.

Near Miss

A near miss is any other occurrence where injury has not occurred but which clearly could have done (the term “near miss” has no basis in law but is a term frequently used in Safety Management). Though a near miss is not reportable to the HSE, this Company will carry out an investigation into near misses in accordance with the Company’s Accident Reporting and Investigation Procedures, which can be found on the first page of this section.

